

East Boldre Village Hall



Additional Information for hall users

Please refer to terms and conditions of hire which this sheet does not replace.

Contact number for caretaker

Unless otherwise arranged, please telephone April Hardcastle on **01590 612395** about arrangements for the opening and closing of the hall.

Opening Procedures

Car Parking

The car park is solely for the use of hall users. You must not park on the grass and the gate should be kept closed when not in use.

Alarm

The caretaker will switch off the alarm if you are not a keyholder. The alarm should be switched off even if only using the Robert Coles room and not the main hall.

Lighting

There is no external lighting at the hall so a torch is useful for hours of darkness. The porch lighting can be left on but only while the hall is in use. The caretaker will show you the location of the light switches.

Heating

The heaters have a switch which can be pressed for the time required (one press for 15 minutes, two for half an hour, etc). At the end of the chosen time, the heaters will automatically switch off. If you leave when the heating is still on, please press the switch for the required number of times until the heating has been switch off.

In the main hall the fan heaters have three levels. If very cold, it can be set to the highest, noisiest, III level for until the hall is warm (10 – 15 minutes) then turned down to the less noisy levels of I or II. The heating will automatically turn off when the optimum temperature is reached.

Closing Procedures

Cleaning and clearing

Please ensure the hall is left as you have found it or better. Ensure that: table and chairs are clean before stacking them in the store cupboard; any dishes and cutlery used are washed and dried before returning them to the appropriate place; floors are swept and any spillages are mopped.

Rubbish

There is no rubbish collection at the hall so please ensure you remove any leftover food, packaging and drink cartons/paper cups, bottles and wastepaper etc. i.e. the items that you bring to the hall. If you have forgotten to bring your own rubbish bags, there should be some in a kitchen drawer. If you do remove a bag lining one of the bins, please be sure to replace it with another bag. And please do not place rubbish into an unlined bin. Please do not leave any nappies at the hall.

Before leaving

Please ensure that heating and lighting, water taps, water heater and all electrical appliances are switched off and the windows and doors are securely closed and locked.

Gate

Please ask the last person to leave to shut the gate.

Surcharges

In the event the closing procedures are not followed causing additional work for the caretaker or volunteers or additional cost to the hall, a surcharge will be levied on hall users of between £25 and £100.

Additional Information for hall users - Continued

Safety

The hall has a no smoking policy. In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. The village hall has no telephone and you are advised to bring a fully charged mobile telephone for use in case of emergency. There is no public telephone in the village.

The location of the fire exits and fire extinguishers must be noted and the manner of opening emergency exits should be made known to your guests at the start of your event. Fire alarm activation buttons and instructions are on the wall by each of the fire doors. It is a criminal offence to set off the alarm unnecessarily and a surcharge will be levied if a call-out has to be made to reset the alarm.

The village hall's health and safety file and risk assessment is kept in the kitchen. Users should carry out their own risk assessment for their event. A first aid box is in the kitchen. An emergency defibrillator is located in the phone box by the Post Office.

Outside the Hall

The grounds surrounding the hall are New Forest Crown grazing land and do not form part of the Hall. Tables and chairs, picnic equipment, etc cannot be used other than in the car park. Please abide by the Forestry and National Park Authority rules and do not leave litter, cigarette butts, etc on the heath. Ball games cannot be played nor any activities which may disturb the animals or members of the public.

Take care of the Hall

Please do not use drawing pins or sellotape on the walls or other surfaces. Use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters. Do not use any balls in the Hall or objects to be kicked or thrown which may damage the photographs or wall surfaces.

Storage of equipment

Please replace chairs and tables in the store cupboard or where you found them. When returning chairs to the storeroom, please do not block any cupboards, fire extinguishers, exits or corridors through to either end of the hall. Please use the chair transporter and place the chairs in tall, tidy stacks on the side of the far wall. Please return the kitchen crockery and cutlery, etc where you found it.

Stage Curtains

Do not under any circumstances allow the stage curtains to be pulled open or closed by hand as this will pull the curtains off the track. Always use the ropes to operate the curtains. If unable to use the ropes for any reason, please ask the caretaker, or hall contact for assistance. If the curtains are pulled off the track, please alert us as soon as possible.

Consideration for Others

Please do not disturb residents with loud music and do not play any music after 11 pm. Loud music should not be played if the doors are open. Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to residents.

Faults/ Damage/ Comments

Please report any faults or damage to the caretaker or contact so that they can be rectified quickly. We welcome any comments or observations you may have about your hire of the hall.

Village Hall website and contacts

Email: web.manager@eastboldre.org and ebvillagehall@eastboldre.org

Website: www.eastboldre.org

Bookings: 07771 881443 and 01590 626368

Bookings Email: bookings.ebv@gmail.com

Caretaker: 01590 612395