



# East Boldre Village Hall

## Additional Information sheet for hirers

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

### Opening and closing the village hall

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

### 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 exact 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 financial penalty will be levied on the hirer if the caretaker or member of the committee has to be called out to reset the alarm in that event.

The village hall's health and safety file and risk assessment is kept in the kitchen and users are advised to read it. 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.

### Heating, water and lighting

The caretaker will show you where the light switches are and where the heating controls are located if you need to use them. Please let the booking officer know if you need the village hall to be particularly warm or cold. Do not adjust the controls unless authorised to do so by the caretaker. Please refer to the instructions on the wall and at the bottom of this sheet on how to operate the heating. Please ensure that heating and lighting, water taps, water heater and all electrical appliances are switched off before you leave.

### Car Parking

The car park is solely for the use of Village Hall users. You must not park on the grass and the gate should be kept closed when not in use. Please ask the last person to leave to shut the gate.

### Waste items

Please take any waste home and do not leave any nappies or food waste in the Village Hall bins as there is no collection service at this Hall.

### 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. Please ensure table-tops are clean before stacking them in the cupboard. Please leave the village hall clean and tidy to avoid incurring additional cleaning charges.

## **Storage of equipment**

Please replace chairs and tables in the store cupboard or where you found them – some of the chairs are stored beside the piano. 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 booking clerk for assistance. If the curtains are pulled off the track, please alert the caretaker or booking clerk as soon as possible.

## **Consideration for Others**

Please do not disturb residents with loud music and do not play any music after 11pm. 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 booking officer as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the village hall.

## **Heating information**

- Turn the heating on by turning the plastic knob with the key in place on the box to the left of the stage side-room door in the main hall. There is a set of instructions on the wall next to the on/off switch. When the heaters are set correctly, in the cold weather, it should take only 10-15 minutes for the hall to reach a nice, warm temperature.
- The individual heaters in the main hall have two knobs. One is for the temperature setting and should NOT be adjusted – it has been set at the optimum level for the hall – unless a previous user has incorrectly adjusted it, in which case it should be repositioned according to the instructions on the wall by the switch.
- The other knob is for the fan and has three levels. If it is uncomfortably cold, it can be set to the highest, noisiest, III level for a few minutes until it's warm then turned down to the less noisy levels of I or II. When the thermostat is set correctly, the heating will then go off and on as the optimum temperature is reached.
- **When the hall user leaves, the heater switch on the wall must be turned off.**
- The heaters in the hallway and small room have one simple switch. It should be pressed for the time required (one press for 15 minutes, two for half an hour, etc). At the end of the time chosen, the heaters will automatically switch off.

## **Village Hall website and contacts**

Email: [web.manager@eastboldre.org](mailto:web.manager@eastboldre.org)

Email: [ebvillagehall@eastboldre.org](mailto:ebvillagehall@eastboldre.org)

Website: [www.eastboldre.org](http://www.eastboldre.org)

Bookings: 01590 626368