

Clyst St Mary Village Hall - Information Sheet for Hirers

Opening and Closing the Village Hall

The village hall key is kept in a key safe outside the hall's front door. Please telephone or text Ali West, the Bookings Administrator on 0771 4205769 to request the code no more than 3 days before your booking. (Please note this is a work telephone number so don't be put off by the voicemail message if you leave one!)

Please telephone Rob Hatton in case of difficulty (01392 874305). If you are unable to contact him, a list of other contact numbers is given on the main door of the hall. Guests are expected to have vacated the premises before the end of a licensed period. In the case of evening bookings, the hall must be closed and secured by midnight at the latest.

Safety

The village 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 dialing 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests.

A first aid box is located in the kitchen. There is a defibrillator mounted on the exterior wall by the entrance. Please read and observe the hire conditions.

Power Circuits/Heating

The heating controls are located in the main hall near the radiator on the side wall by the serving hatch. Heating is controlled by a push button meter and the cost of heating is included in the hire charge. Do not adjust the temperature controls on individual radiators/heaters as this will result in the village hall being too cold or hot for subsequent users. Ensure that the electrical connection to each of the heaters is switched on before operating the meter.

Tables & Chairs

Tables are in the table store, which is the room to the left as you go into the hall. There are 50 upholstered chairs set out singly and in stacks around the hall. About 200 plastic chairs are available in a room behind the stage. Please use the trolley provided for moving chairs. Please have no more than 5 chairs in a stack when you tidy away after your booking.

Hot Drinks

There is an urn in the kitchen which will need to be switched on prior to use. We recommend that it is switched on for at least 20 minutes before use. Please remember to switch it off when you leave the hall. A kettle is also provided. 100 cups and saucers are available in the kitchen cupboard. Please provide your own tea towels and washing up liquid.

Music and Sound

A sound system with loudspeakers is available for use. Instructions are posted next to the system at the back of the hall. Music can be played using a mobile phone or laptop. A microphone can be made available on request at time of booking. The stage lighting system is only available by prior request to trained users.

Hall Telephone

The village hall has no telephone, the nearest public telephone is located at the bottom of the entrance road so you are advised to bring a fully charged mobile telephone for use in case of emergency.

WiFi

The village hall has WiFi availability. The code is located in the Village Hall section of the notice board in the entrance area of the hall.

Car Parking

The lane leading to the village hall is a public road and this must not be obstructed. The village hall car park will accommodate a good number of cars if they are parked sensibly.

Consideration for Others

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 local residents. No notices may be put up in the hall without the prior approval of the Village Hall Committee.

Leaving the Hall

We expect hirers to leave the hall in the condition in which they found it. When you leave please make sure that:

- All lights are switched off (double check the toilets as they are often left on).
- The hall is clean and tidy, including the toilets. If you require it, cleaning equipment can be found in the cupboard opposite the kitchen.
- Food waste must be taken away and not left at the hall. Other waste should be left in the large bin outside (the key can be found hanging up in the entrance hall) or taken home.
- Any items remaining from jumble sales must be removed and not left at the hall.
- Table tops must be wiped clean before being stacked in the storeroom.
- Please replace upholstered chairs singly along the side of the hall and in stacks under the notice board. Any plastic chairs used should be returned to the backstage room. No chairs are to be left in front of the stage, on the stage or in any other rooms.
- Check all windows and doors are secure and all taps and gas and electrical equipment are switched off and in a safe condition.

Faults/ Damage/ Comments

Please report any faults or damage by email to the Bookings Administrator as soon as possible so that they can be rectified quickly. The Management Committee welcomes comments or observations that you may have about your hire of the village hall.