



Welcome Pack

Thank you for hiring our Village Hall; we hope you will find its facilities and condition to your satisfaction.

Car Parking and access

Around the hall there is a substantial free car park with marked out bays for 65 cars including one designated for disabled drivers and also bike hoops for cycle parking. Visibility onto the main road is poor and the access road is narrow so please take care and be aware of pedestrians and children when driving to the hall.

Keys

Keys should be picked up from the Hiring Secretary Ken Davies, 61 High Street, Chapmanslade, BA13 4AN. Tel: 07905769898
Please lock up and return the keys to 61 High Street, Chapmanslade, BA13 4AN

The front door key automatically arms/disarms the alarm system so only enter and leave by that door making sure that all other doors are locked. Check the rear toilet doors and fire exits as well. When the door is locked the alarm is set.

Lights

Light switch for the foyer is located on the right by the disabled toilet. Light switch for main hall lights is behind curtain on right hand side. Additional variable controls are located to the left of the stage.

Toilet lights are automatic and kitchen light switch is located to the right inside the door.

Chairs and Tables

There are store rooms in the foyer to the left and right of the front door. There is a trolley to move eight chairs at a time. The chairs should be stacked 8 high when replacing them in storage after your event. Take care when moving stacked chairs as they are 'top heavy'. The tables are in the opposite store and should be stacked flat.

Heating

There is background heating from the four heat recovery/ air conditioning units mounted on the south wall which is controlled automatically. The infra red wall heaters in the main hall are controlled with the switches on the wall to the right of the kitchen hatch. There are two wall mounted convector heaters as well. This heating is through a pay meter taking £1 coins which is behind the left hand curtain of the stage (close to the stage floor easily accessed from hall)

Decorating the Hall

There is a wooden picture rail around the hall to use for decorations etc. It is permissible to use drawing pins in this. Please DO NOT stick anything to the walls with tape or blue tack. Remove decorations after your event.

Kitchen

The kitchen electrical appliances are not on the meter. When cooking, switch on the small extractor fan above the sink as well as the two cooker hood extractors. Instruction information on

all the appliances is in a file in the drawer under the oven housing. Please note that the oven clocks need to be set before the ovens will work.

China

There is Hall china available in the cupboard to the left of the hobs. There is also a set of matching china – dinner plates, bowls, side plates, cups, saucers, and cutlery, enough for 80 settings – which can be hired on request, for an additional charge.

Hot Water

Kitchen water heaters are on timer switches (so that they cannot be left on). There is a water heater tank for hot water which is situated in the left hand cupboard under the sink.



The heater can be switched for up to two hours in half hour increments by pressing the blue-lit buttons appropriately. Keep pressing as they scroll around to off again and through the sequence.

Stage

The large main hall has a permanent stage accessed via moveable wooden steps at the front and side steps in the toilets. Access to the stage is not permitted for general hire and curtains should remain drawn.

Please note that the stage is not included as part of the standard Hall hire and must be agreed separately with the booking officer Ken Davies.

Rubbish

Please take all recyclable rubbish home with you after your event as there is no recycling facility at the hall. Take home any normal rubbish that will not easily fit in the wheelie bin. Please DO NOT leave rubbish in bags outside as wild animals will attack them and spread rubbish around the site.

Cleaning up

Please clean the Hall as you would expect to find it after your hire. Floor cleaning materials can be found in the cupboard near the Ladies toilet, to the right of the stage. Large broom and vacuum cleaner are kept in the table cupboard.

To clean the kitchen surfaces please use products to be found in the cupboard under the sink.

Accident book, first aid

An accident book and basic first aid box are in the kitchen on the wall behind the door. If you need to call the Emergency Services the Hall's post code is **BA13 4AP** and the entrance is between 140 & 144 High Street.

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Toilets

Doors at either side of the stage lead directly into the ladies or gents toilets.

The lights and extractor fans are entry activated - there is no switch. There is a small heater and a dehumidifier to reduce humidity effects. These are on all the time – Please do not switch off.

The disabled access toilet is to the right of the foyer and has baby changing facilities as well as a shower. There is an emergency call alarm which sounds outside and can be reset with the button next to the toilet.

Problems

Please let Ken Davies know immediately of any problems you encounter when using the Hall.

Tel. 07905769898 or 07504192656