

# Helpful Notes for Hirers

- \* Please read the following very carefully before you book the Hall and sign the Booking Conditions.
- \* Provisional Bookings: these must be followed-up with the completed online Booking Form, Payment of Hiring Charges and the 'Refundable Payment against Damage', within 14 days or the date & time will be opened up to other Hirers.
- \* Please read again before you arrive at the Hall on the day of your hire - just to help ensure that your setting-up, use and clearing-up go as smoothly and as enjoyably as possible.

**WELCOME!** - To Northall Village Hall (NVH), where the Management Committee works hard, and takes special pride, in providing one of the cleanest, most well-equipped and best-decorated halls available anywhere, for small functions and family parties.

We want you to enjoy your use of the hall, and above all, we want your stay to be safe, so please read the following carefully *before* you use the Hall.

## GENERAL SAFETY

Please ensure that you allow sufficient time to carry out a simple, common sense "Risk Assessment" when you first arrive at the Hall. This just involves you checking that there are no apparent hazards outside the Hall (e.g. that the shoot bolts on the gates are securely located in their sockets); no objects in the car park or on the grass which could cause an injury etc); and inside the Hall (e.g. that the fire escape routes are clear; no objects which could cause an injury, etc). If you do encounter any risks, please take appropriate remedial action and record the incident in the "Risk Assessment" record book located on the rear window cill in the Storeroom.

The *Kitchen* is not a play area. Children must not be allowed in unless properly supervised by an adult - for both safety and hygiene reasons.

Cleaning materials are stored in a cupboard under the sink.

A basic *First Aid Bag* is kept on the rear window cill in the Storeroom. Do not remove this bag from the Hall.

Also kept in the Storeroom is the "Accident Report Book". Please complete this in the event of an accident.

## FIRE SAFETY

The *NO SMOKING* rule inside the Hall must be observed at all times. If any of your guests smoke outside, please ensure that they do not litter the ground with their discarded butts. The butts must be deposited in the box on the brick wall overlooking the car park.

*Fire Alarms:* There is a heat sensor in the kitchen and a total of 7 smoke detectors throughout the Hall. They are all interlinked, mains operated and with battery back-up.

The *Kitchen Door* is a fire door. It is fitted with a Dor-gard which allows the door to be held open – legally & safely. Instructions on its use are given on the door. This door is also wheelchair accessible.

Ensure that both front and rear *emergency exit doors* are kept clear *at all times*.

*Fire Extinguishers:* There is one in the main hall under the TV screen. There are two in the rear vestibule, one of which is designated for use in the Kitchen.

*Fire Action Notices* are displayed in the Hall and a copy is shown on page 4.

A *Plan of the Hall and the location of fire safety equipment* are also shown on page 4.

## ARRIVING

Don't forget to bring your own *tea towels*.

Unlock the *gates* using the padlock key provided. It is important to secure the gates in the open position (*by pushing the bolts down firmly into the yellow painted sockets located in the ground*). Lock the padlock onto the gate (*a lost padlock would cost you over £100 to replace, plus the very substantial cost of many new keys etc*).

*External lights* are operated automatically by an external PIR device near the main entrance door.

The *Main Entrance Door* leads directly from the car park. It is fully wheelchair accessible.

When you enter the lobby, the *light switch on the left* operates the first LED tube light in the hall. If it's dark when you arrive, this light will enable you to cross the hall safely, to where you will find the switches for the remaining hall lights - just to the right of the double doors into the rear vestibule.

*Coat hooks* are located in the Storeroom and the Hall.

*Decorating the Hall* – If you want to hang any banners or decorations etc, PLEASE, **do not use any form of adhesive tape, drawing pins or ‘Blue Tac’** on the walls, woodwork, doors and windows.

We have provided plenty of white hooks around the Hall walls (on the level of, and between, the curtain rails), to enable decorations to be hung. For safety, please use the small set of safety steps (kept in the Storeroom), to hang your decorations. Please remove all of your decorations and take them home before you leave the hall.

*Kitchen – Master Switch Board* (this is located just inside the kitchen on the right-hand side above the work surface).



It is a key feature of our extended and completely refurbished kitchen. This helps make it as easy as possible for Kitchen users new to the Hall.

The 12 switches operate the following appliances:

- **Hot water for kitchen sinks & hygiene wash hand basin** (You may only want to use it if you expect to do some hand washing-up).
- **Hot water for the wash hand basins in the toilets** (You may only want to use it if you are hiring the Hall for quite a long time).
- **Ceiling Extractor Fan** (You probably won't normally need to use this).
- **Wall Cupboard Lights**
- **Neff Ovens (2) – slide'n'hide doors** (You will need to set the clock on the ovens – any time will suffice).
- **Neff Hob Extractor Fan** (You would only need to use this if you are using the Hob).
- **Neff Induction Hob** (Only use the stainless-steel saucepans & frying pans in Drawer C).
- **Warming Cupboard** (The secondary on/off switch and thermostat are located at the base of the machine on the right).

Please go next to the top of the column on the right

- **Dishwasher** (This is a commercial dishwasher with super-fast cycle times of 2 & 3 minutes. But it operates differently from domestic dishwashers. However, it is simple to use **provided** you follow the photographic Instructions in the white folder on the corner of the worktop above the machine. The Instructions are also available for download on our website [www.edlesborough-pc.gov.uk/nvh](http://www.edlesborough-pc.gov.uk/nvh) if you want to review them before you arrive at the Hall.  
If you do plan to use the dishwasher, please note that you will need to switch it on ~40 minutes before actual use to allow the water to be heated).
- **Burco Automatic Fill Hot Water Boiler for tea & coffee etc** (The Burco will take about 10 minutes to heat up initially. The screen will show 'Ready' – and the Burco will then continue to maintain the water temperature at 98°C. The water refills automatically).
- **Kitchen plinth heater** (You probably won't need to use this – it's primarily intended for frost stat purposes when the outside overnight temperatures are very low).
- **Exterior electric power socket** (This master switch operates the outside power socket at the rear of the Hall. This is used for bouncy castles in the garden. This switch is located here for visibility/convenience).
- **Heat Pump Controller for Heating (& Cooling) system** (Please refer to the Instructions on the left of the Controller).

The following appliances are also available, but these are permanently connected to the electricity:

- **Bosch Fridge/ Freezer**
- **Bosch Microwave Oven**

A black lever arch file containing *user instructions for all the appliances* is on the worktop immediately below the microwave oven.

*Crockery & Cutlery* - if you have paid the extra charge for these, the Bookings' Secretary will give you the special tagged key for the appropriate cupboard doors in the kitchen, under the serving hatch.

*Tables and chairs* (sufficient for 60 adults, and for 28 children up to 7/8 years of age – subject to an overall total of 60 people) - are held in the Storeroom, which is located opposite the main entrance door.

To help avoid accidents, and to prevent damage to the *tables*, they are held in special storage trolleys, which cannot be moved as they are bolted to the wall. To remove the tables from the trolley, please slacken and unhitch the safety restraining strap. Take one table at a time into the Hall, **taking great care not to damage the walls, doors and architraves.**

Please be just as careful when moving the *chairs* from the Storeroom into the Hall.

Please do not allow children to scuff the walls and skirting boards with the soles of their shoes.

Please go to page 3, the left-hand column

The door through to the *Ladies' & Gents' Toilets* is located in the rear vestibule. Please note that the **lights come on automatically** as you enter the corridor and switch off automatically about 10 minutes later.

*Wheelchair-accessible Toilet and nappy changing facilities:* These are located directly off the rear vestibule. The **lights come on automatically** as you enter and switch off automatically about 10 minutes later.

*NVH Audio Visual System & TV:* This new facility was opened in September 2022 and is provided free of charge. Simple, step-by-step, photographic Instructions are available in the Hall under the noticeboard.

## LEAVING

Remember, it's your responsibility to leave the Hall, car park & grounds clean & tidy and **to the satisfaction of the Hall Committee and the next Hirer**. Accordingly, you **will** need, at least, to sweep all the floors, and to mop up where necessary, as well as clearing and taking away all rubbish etc – including any balloon remnants, litter etc from the Grounds!

Suitable *cleaning equipment* (a 'Henry' vacuum cleaner, brooms, mop, dustpans, etc.), can be found just inside the Storeroom on the right).

*Crockery & Cutlery* - if you have used these please ensure that they are all thoroughly washed, dried and stored back in the cupboards in their correct locations. Broken or lost pieces will be charged at £2.50 per item. Check that you have re-locked the cupboard doors.

*Master Switch Board* - **PLEASE ensure that all the switches are in the OFF position, and the orange neon lights are therefore extinguished before you leave the Hall.**

**AND** turn off the heat pump (button 1 - the green light will go out).

*ALL RUBBISH* (including soiled nappies etc in the nappy changing room), **must** be taken away when you leave the hall (*black bin bags can be found in the cupboard under the kitchen sink*). By doing this you are helping us to keep down caretaking costs and we, in turn, can keep hire charges to a minimum.

Please ensure that the *Kitchen* is left in pristine condition in readiness for the next Hirer.

*Tables* At the end of your hire, please ensure that all tables are cleaned, returned to the Storeroom and carefully re-stacked in the appropriate trolley. The safety restraining straps should then be re-attached and re-tightened.

*Chairs* Similarly, please ensure that all chairs are cleaned and returned to the Storeroom and placed safely in stacks of 6 chairs. Also, ensure that each stack is positioned to leave access to the tables.

Please make sure that the rear *Emergency Exit Door* (in the vestibule between the kitchen and toilets), is shut properly & securely, and that the cabin hook is replaced on the hook on the wall.

Check that all the **toilets have been flushed** and all the *taps turned off*.

Make sure the Hall, car park and grounds are left *clean and tidy, and any litter is taken away*.

Ensure that *all lights are switched off*.

Remember to lock the *Main Entrance Door*!

Close the gates and lock them securely with the padlock.

Return all *keys* promptly to the **blue pot** (not through the letter box as the next Hirer won't be able to collect them), at the Bookings Secretary's home address (within 15 minutes of the end of your booked time), as the next booking could be due to start 30 minutes after the end of your booked time.

## GENERAL



NVH is located in a residential area, and we want to keep on good terms with our neighbours. So, **please ensure that the noise levels inside and outside the Hall – especially music – do not cause a nuisance.**

Please do not use *Disco 'smoke' machines* as these will set off the Hall smoke alarms, which cannot be turned off.

Under the terms of our Premises Licence, *no music or occupation after 11:45pm*, please.

Although *alcoholic beverages* can be consumed on the premises, on no account must they be offered for sale as the Hall does not have a licence for this.

*Electricity* is still our single biggest cost in running NVH. We have taken all possible action to try and minimise the use of electricity – a large solar panel installation in August 2015; new replacement energy-efficient windows; additional loft insulation; LED & low energy light tubes and bulbs; the installation of an air-source heat pump in September 2020 – and asking all Hall Users not to waste electricity.

We want your use of the Hall to be comfortable and warm, but we do need your positive help to avoid wasteful use of electricity. Please do everything you can to minimise electricity usage.

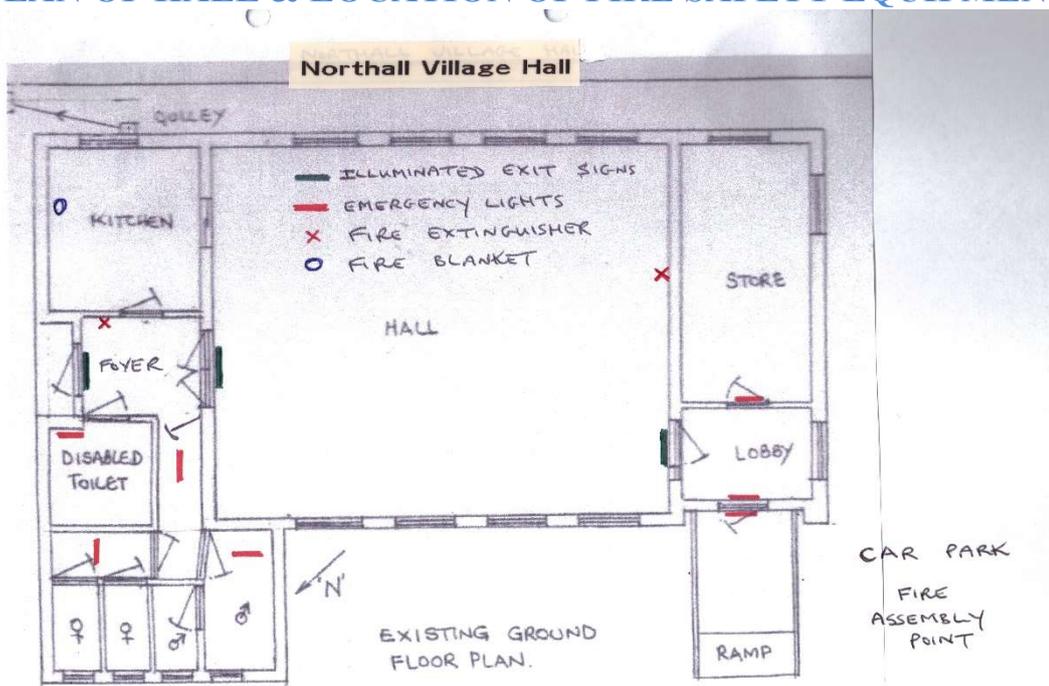
*Accidents* If anyone suffers an injury from an accident in the Hall or outside in the Grounds or Play Area, please write up the details in the Accident Report Book which is kept on the rear window sill in the tables/chairs Storeroom.

## FIRE ACTION ON DISCOVERING A FIRE

1. Immediately tell everyone
2. Attack a small fire (if possible) with the fire extinguishers provided  
BUT without taking any personal risk
3. Phone the Fire Brigade (999) and give the following address:

Northall Village Hall  
South End Lane,  
Northall  
Nr Dunstable  
Beds  
LU6 2EX
4. **EVERYONE MUST** leave the Hall by the nearest Fire Exit and assemble in the Car Park
5. Do NOT stop to collect personal belongings
6. Do NOT re-enter the Hall unless it is deemed safe to do so by the Fire Brigade

### PLAN OF HALL & LOCATION OF FIRE SAFETY EQUIPMENT



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