

Information Sheet for All Hirers

Access to the Village Hall

- A Hall representative will meet you at the venue or collection of the hall keys will be arranged with you. The keys will be available on the day, approximately 15 minutes before the commencement of the hire period.
- The Hirer is responsible for opening and closing the village hall. After locking up, the keys must be returned immediately either to a hall representative at the venue or back to the collection location.
- Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.
- Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. Failure to comply with this will result in forfeiture of any security deposit.

If you have any access or departure issues please contact either:

1. [Name/number TBC for the hire date]
2. [Name/number TBC for the hire date]

Safety Information

The village hall has a **No Smoking** Policy and a **No Vaping** Policy.

The Hirer must make themselves aware of the location of fire exits and fire equipment at the start of the hire period before the venue is occupied.

The Hirer should make guests/visitors aware of the fire exits and how they operate, and ensure all exits remain clear for the duration of the hire.

Location of fire equipment:

- A **Fire Blanket** is available in the kitchen mounted on side of a kitchen Cupboard, adjacent to the oven/hob.
- A **Water Fire Extinguisher** is located in the kitchen
- **Water and CO2 Fire Extinguisher** are located in the venue hallway
- A manually operated **Fire Alarm** is located in the venue hallway

In the event of a fire the hall should be evacuated of all visitors immediately using the signposted fire exits and the Fire Brigade called by dialling 999.

All fire doors should be closed.

A **First Aid Box** is located in the kitchen on the wall. Should you need to use it, please also complete the Accident Book contained in the kit.

Hirers can use the chairs and tables stored in the hall. Please use the trolleys provided for moving chairs and tables in order to avoid injury. We politely request hirers stack chairs and tables in the storeroom in the manner shown on the notice.

The Village Hall's Health and Safety file can be found in the Kitchen.

Power and Heating

The heating controls are located in the kitchen with written instructions provided.

Please let the Booking Clerk know if you need the village hall to of a particularly warm or cold temperature and settings will be adjusted for you.

We politely request hirers do not adjust individual radiators/heaters as this may result in the village hall being too cold or hot for subsequent users.

The heating is timed to turn off at 11.00pm.

Other power circuits are timed to turn off at 11.45pm.

Noise Limiter

The village hall has a noise limiter, as required by the local authority for our public entertainment licence.

- The noise limiter is pre-set. Do not try to adjust or turn it off the machine. Hirers will be responsible for any damage.
- The limiter will cut the power only if the noise reaches pre-set limits.
- The limiter will reset in approx. 30 seconds after cutting the power to the sockets.
- Adjust the volume of your disco / music so that it is below the pre-set limit. The traffic lights will assist you in this.
- Please try and keep the doors and windows closed at all times if you have loud music to minimise any noise nuisance to the local residents.

Telephones and WiFi

The village hall has no landline telephone, so you are advised to bring a fully charged mobile telephone for use in case of emergency.

The village hall has its own WiFi for use by hirers. The details to connect are:

WiFi: [name TBC for the hirer]

Passcode: [TBC for the hirer]

Closed Circuit Television (CCTV)

The village hall uses 5 external cameras covering the entry points to the venue for the purpose of safety and security to discourage crime, loss and damage to the property and to monitor official hirer's authorised access and departure times.

No internal cameras are used in the building.

Rodmersham Village Hall's CCTV use, security procedures and storage of data is included in our Data Protection Policy and in accordance with the General Data Protection Regulation (GDPR) provisions.

Venue Facilities

Hirers are expected to leave the venue and all property in the same good condition as they found them. Please do not use sellotape, drawing pins, nails, blue tack or any other fixings on the walls or other surfaces which may damage them. Security deposits will be withheld if any damage is incurred.

There is a wooden baton around the walls of the Main Hall which can be used for hanging decorations. Please hang decorations safely avoiding light fittings and heaters and not blocking escape routes.

Car parking

The village hall car park can accommodate approximately 22 cars if they are parked considerately. Any overflow parking should be on the public highway on Green Lane. Cars are not allowed on the grassed area and the adjacent Village Green.

When departing

Please ensure that all heating and lighting is turned off before leaving the hall.

Please ensure that all doors and windows are closed and any entrance door is locked.

Please leave the village hall clean and tidy and leave waste in the bins outside or take it home. We ask hirers to ensure tables and chairs are wiped clean before being stacked back in the storeroom.

We politely request you ask your guests to leave quietly when departing at the close of your event avoiding unnecessary noise in the car park to minimise disturbing our local residents.

Faults/damage/comments

Please report any faults or damage to the Booking Clerk as soon as possible so that they can be rectified quickly for you or the next hirer.

The management committee works hard to maintain the venue for the community. We welcome comments that you may have about your hire of the village hall and any ideas for additions or improvements.

Please email us on villagehallrodmersham@gmail.com or contact one of the hall representatives on the telephone numbers given above to share your feedback.
