

Village Hall Information Booklet

RESPONSIBILITIES

Persons hiring or using the Quarley Village Hall, including the kitchen, bar and external areas do so at their own risk. They are responsible for informing any other person who is on the premises at the time that they also are using the hall at their own risk. The Hall Trustees will not be held liable for any accident or injury to any person or article during the period of hire.

During the period of hire, the person responsible for booking the hall will be accountable for any willful or negligent damage to the hall or loss of hall equipment.

FIRE

Before using the hall the person responsible for the booking is to make themselves familiar with the fire escapes and location of fire extinguishers. They are also to inform those present the action to be taken in the event of fire.

NOTE: There is no operational public telephone nearby.

QUARLEY VILLAGE HALL

Thank you for using our Village Hall for your event. To help ensure you obtain the best use from this venue, we have provided this booklet containing all the information you need about using the Village Hall safely.

Please refer to the Village Hall Layout diagram in conjunction with these notes (see page 4).

OPENING THE HALL

The hall has a Key lock, collection of keys or agreement of opening/lockup time will be confirmed at time of booking.

LIGHTING

Independent switches situated inside the hall on the wall adjacent to the entrance to the main hall. You will find other switches to control other hall lighting within the areas (Entrance Hall, Kitchen, Bar, North Hall)

Lights for the bar are situated on the wall to the right of the Window. The kitchen lights are on the right hand side as you enter the kitchen.

HEATING

Thermostatic controls for the heating are situated in the Main Hall. These should not need adjustment. **DO NOT ADJUST THE THERMOSTAT** (near the servicing hatch main hall).

WATER HEATER

Water is heated by electric immersion and controlled by 2 switches on the wall to the left of the sinks in the Kitchen. **These must be turned off after use.**

TABLES and CHAIRS

These are provided for use inside the Hall and are NOT to be used outdoors.

SAFETY

Emergency Exit Doors are situated in the 2 halls leading to the rear and North side of the hall.

Fire Extinguishers are shown on the Hall Layout diagram. A fire blanket is provided for use in the kitchen.

To Open all Doors in case of Emergency, use the push bar provided.

The entire building is a NON SMOKING area. If you do smoke outside, please respect our neighbours and the surrounding area and dispose of cigarette butts thoughtfully. There is a purpose built receptacle on the wall to the right of the main door to the foyer.

NOTE: There is no operational Public Telephone nearby

CLOSING THE HALL

Clear up any rubbish and clean and put away tables and chairs before you leave. There is a rubbish bin in the kitchen and a recycling and general waste bin outside.

Ensure all internal and external lights are switched off and check all windows are closed.

Exit the Hall by the front door.

If you have any comments or suggestions, please direct them to the Trustees.

We hope you have enjoyed your experience in the hall and hope you will return again soon.

THANK YOU.

QUARLEY VILLAGE HALL

