

# Broad Oak Village Hall

Burwash Road, Broad Oak, Heathfield TN21 8SS (Registered Charity No: 305185)

## NOTICE FOR HIRERS

As hirer you are responsible for the safety of the building and all those who use it. This notice includes essential information about Licensing and Health & Safety requirements. It should be studied carefully and always adhered to. Failure to do so could result in injury and/or the loss of your deposit or subsequent additional charges.

If you have problems accessing the hall, please call one of the following Committee Members:

Keran Hunt 01435 864497, Nick Pyle 07841 235206 or Debbie Hazeltine 07794 442559.

A list of Committee Members and contact numbers is displayed in the kitchen.

### Before Your Hire:

Keys to Main Entrance:	Stored in the key safe to the left of the main entrance. The code for the safe will be given to you by the booking secretary a few days before the date of your hire. Please ensure the key is returned to the safe at the end of your hire and the numbers left in a random order.
Kitchen:	A limited amount of crockery and cutlery is provided, but the Hall and kitchen are not designed for cooking for large gatherings. NO additional cooking stoves are to be brought in to supplement the existing facilities. Additional crockery and cutlery (up to 50 places) can be hired for £15.
Piano:	The piano is kept tuned, but if special tuning is required it will be charged to the hirer. Please inform the booking secretary if you need the piano tuned.

### Where can I find?

Light Switches, Heating Controls, Chairs and Tables:	Light switches - On the wall in the small meeting room. Heating controls - In the hall on wall by the storeroom door. Chairs & tables - In the storeroom to the right of the stage. Please always use the trolley provided to move up to a maximum of 9 chairs.
Keys:	In the kitchen, hanging inside door of the tall cupboard. They are labelled.
Flashlight	In tall cupboard in kitchen.
First Aid Kit	In the hall hanging on the wall outside the small meeting room (Joan Maude Room).
Accident Book	In tall cupboard in kitchen.
Circuit Breaker:	In the unlikely event that the circuit breaker is tripped, it is in the electrical cupboard on stage. The key is in the kitchen cupboard.
Emergency Exits:	As indicated by signs in the hall. Please keep the emergency doors closed if you are playing loud music.
Urn:	In kitchen. Use jug to fill and empty.
Fan:	In kitchen Below fan. Fan must be used when urn is on.

## Health and Safety

Smoking:	It is illegal to smoke in the hall and you will lose your deposit if smoking takes place anywhere on the premises.
Fire Extinguishers:	To be used in emergency only. It may put lives at risk if they are tampered with.
Exits:	Must be kept clear at all times.
Chairs:	Always use the trolley. Stack as indicated.
Table Trolleys:	Need 2 people to move. Do not allow children to play with them.
Urn:	Do not move if containing hot water. Use a jug to fill and empty.
First Aid:	First aid box must only be used by a responsible adult, preferably a qualified first aider. Please inform the booking secretary if they are used and fill in the accident book.
Emergencies:	You are responsible for planning your own emergency procedures.
Cleaning:	Cleaning Keep all chemicals locked away. PLEASE KEEP CLEANING TOOLS AND MACHINERY OUT OF REACH OF CHILDREN.

## Parties / Weddings with Alcohol:

Stewards:	You must have four stewards – they are responsible for behaviour, preventing damage and dealing with emergencies ie. Fire or accident.
Bar Licence:	TENS must be displayed in a prominent position.
Barn Dances:	No outdoor shoes or stilettos as these will damage the all-purpose floor.

Clearing Up:	PLEASE LEAVE THE HALL CLEAN AND TIDY FOR THE NEXT HIRER.
Chairs:	Clean and replace in storeroom as indicated.
Tables:	Clean carefully and replace as indicated on trolleys in storeroom.
Brooms:	In storeroom. All floors must be swept carefully.
Vacuum Cleaner:	In storeroom.
Dustpans / brushes:	In storeroom.
Bin Liners:	In kitchen drawer.
Glass Bottles & Cans:	To be taken home for recycling.
Dustbin:	Outside the small meeting room (Joan Maude Room).
Cardboard Boxes:	Take home to be recycled or deposit at local household waste site. Not rubbish to be left in bins within the building.
Locking Up Time:	Please leave the hall by the end of your hire period. If clearing up is not completed you will be charged for the extra time required for the cleaner to complete it for you.  Ensure windows are closed, lights turned off, internal doors and kitchen shutter are closed, and all external doors are securely locked. The front door key should be replaced in the key safe and the numbers left in a random order.

Thank you