



Kilve Village Hall

USERS INFORMATION

Welcome – we hope your event is successful and that you find everything you need.

General:

- Car parking – we have a council car park; it is not part of the village hall. You must manage any parking associated with your event to ensure no obstruction is caused to other users of the car park and the village.
- Entry - first off is at rear of building, via code lock.
- Additional doors - opened using fire-door release bars – these doorways must not be blocked at any time by anything.
- Lighting - outside light switches are adjacent to exterior door, interior generally just inside the doors to the rooms.
- Denovan room - accessed from the single door from the hallway near the front door, or via double doors from the main hall.
- Heating - air heaters operate to maintain a background temperature in the main hall and Denovan room of 17 degree C. This heating is included in the hire charge, and can be adjusted by switching on and changing the target temperature using the plus or minus buttons. **DO NOT MAKE ANY OTHER ADJUSTMENTS.** Return the temperature set to 17 degrees and turn them off when leaving the hall. Additional radiant heaters are available in the main hall and the Denovan room, but require the use of £1 coins in the blue coin meter to the right of the door into the main hall as you come in. You may find they will come on without the addition of any coins. If and when they go off, you will need to add more coins. Please turn them off on departure to save energy.
- Hot Water - for kitchen and toilets – switch on using switch near the window in the ladies toilets.
- Boiling water - please use the boiling water heater for anything more than a kettle full. It will need half an hour to reach temperature.
- First aid - there is a first aid kit in the kitchen cupboard with a green cross on it. An accident book is located in the wall folder in the hallway by the door to the main hall.
- Cleaning equipment - mops, brushes and a vacuum cleaner, replacement toilet rolls and paper towel are found in the open hall cupboard. Cloths and cleaning sprays are under the sink in the kitchen.
- Tables and Chairs - Tables are stored in the Denovan room, Chairs in stacks of 5 in the Denovan and the main hall. There are 2 chair trolleys in the Denovan room - please use these to avoid injury. There are photos of how chairs and tables **MUST** be stored for safety - please return them to this state, regardless of how you found them.
- Keys - there is a key box in the kitchen under the sink. Please ensure all keys used are returned to this box and their correct location.
- No smoking anywhere inside the building - cigarette bins are located at the front and rear of the building if required.
- Instruction manuals - in a folder in the cupboard below the first aid cupboard.
- Policies and hiring documents - in the first aid cupboard; A reference version of the conditions of hire, a copy of this document and exit checklist are also in one of the wall pockets in the hallway.

- Maintenance logbook - is also found in one of the wall pockets in the hallway. This is to note down any malfunctions, for example, blown bulbs, heaters not working. If there any breakages or damage during the hire the bookings officer must be informed as soon as possible, preferably in writing (email).
- No animals are permitted inside the building except by special and prior arrangement.

Stage & PA (if booked):

- Steps for stage stored on floor of main hall to right of the stage.
- Stage external door - at rear of stage, out towards car park. Key in key cupboard in kitchen.
- Stage lighting - the main stage light and spotlights are operated by a switch by the external door on the stage.
- Curtains (these are brand new as of June 2023 so please treat with respect) - open using the pullcord to the right of stage as you face it – go gently.
- Special lighting rig - use by special arrangement only.
- PA - we have a hearing loop and PA system. It is accessed using a key in the key box for the PA unit on the stage. There are instructions for its use in the unit, and further microphones are located in the wall safe, along with further instructions and spare batteries. For effective use of the hearing loop, users should sit at the edge of the hall near the dado. Speaker needs to speak very directly into the microphone used – there is a headset available for use with a wifi transmitter in the safe. A lapel mic will not be effective for users of the hearing loop.
- Projectors - projector is located in the double cupboard in the hall (key in key box in kitchen) - use the white one, leads in plastic box below.
- Screen - is wound down using toggle switch to the left of the stage behind the curtains.

Kitchen - if booked

- Room heater - switch by serving hatch
- Fridge - switch on if required; empty, clean, switch off and LEAVE OPEN at end of hire.
- Hob - is induction (please note pacemaker warning)
- Oven - is electric.
- Extractor fan - switch located to left of cooker.
- Equipment - plentiful crockery, pans and cutlery are supplied. Ensure it is all returned clean and hygienic to its original location. Tablecloth and tea towels are available to use, but **MUST BE LAUNDERED** and **RETURNED NEXT DAY**, unless by any other prior arrangement.
- Dishwash - the dishwasher is available to use and is more efficient for a lot of washing up (NO LINENS in it). Instructions are on the wall above. Please ensure it is drained on leaving.
- Rubbish - there will be a black bin bag in the bin on arrival. Please ensure this is replaced when you leave. Please remove all your rubbish and recycling and take it with you. The village hall is unable to dispose of any hirer's waste or recycling.

End of hire:

See separate checklist, but in general leave everything electrical switched off (lights inside and out, heaters, water heaters), tables and chairs cleaned and put away as per photographs, clean all floors and equipment used, and replace where found. All windows shut, external doors securely shut, rubbish cleared.