

FETCHAM VILLAGE HALL

Security, Safety and Services

This is additional to and does not replace the Hiring Regulations which can be found on the website.

1. Access to the Hall:

Access to the hall is via keys that are stored in key boxes at the hall: one is located beside the door to the main hall and one beside the door to the John Rumble Hall. You will be sent the code for the key box no later than 4 days in advance of your event. If you have still not received an email with the code by 4pm on the date 2 days before your booking, it is your responsibility to notify the Booking Secretary at fetchamvillagehalls@gmail.com. The committee members and trustees are all volunteers and are unlikely to be available on the day of your event to answer queries or to assist you in gaining access to the hall.

2. Security:

For licensed Public Performances the premises should be vacated within 15 minutes of the end of a licensed period. After 11.30pm only those helping to clear up the Village Hall should be on the premises.

Prior to vacating the Hall, the Hirer must see that all windows and fire escape doors in that part of the Premises hired are securely closed, all lights switched off including in any toilets and on leaving, ensure that the external door or doors used for entry is/are secured and locked with the key or keys placed back in the respective keysafe and the keysafe secured properly.

The hall must be left clean and tidy and all rubbish, milk containers, beer bottles, cans etc must be removed from the premises [inside and outside] at the end of the booking. There are no waste bins as such available nor are there any Council waste collections.

3. Hirer's duty of care:

The Hirer, not being a person under 18 years of age, must particularly note paragraph 9) in the Hiring Regulations regarding indemnifying against the cost of repair to damage to property and any injury to persons caused by the use of the premises by the Hirer. The Hirer has a duty of care towards all persons involved with the Hirer's use of the premises which entails a measure of supervision particularly to reduce risks and the Hirer's Representative as nominated in the Hire Agreement must be made aware of this and of the following: Smoking and Vaping is strictly prohibited within the enclosed premises nor closer than 5m [16ft] to an entrance door or open window. Additionally, any form of **naked flame** or **smoke emitting** appliances are strictly prohibited.

The Hirer must ensure that the maximum capacity of the premises being hired is not exceeded for the type of event being held as listed in the Hiring Regulations or advised.

4. First Aid:

The limit of provision for very minor accidents or injuries is a First Aid Case located by the Main Hall Foyer and another in the passage to the John Rumble Hall. A notice alongside these cases refers to contents and the location of defibrillators. However, it is for the Hirer to make an assessment as to whether any additional safety precautions are required in advance of the hire period. All accidents/injuries must be reported to the Booking Secretary

along with names of the persons involved and witnesses if applicable. See also paragraph 10) in the Hiring Regulations

5. Fire Safety:

The Halls and ancillary rooms have a fire alarm system installed which includes monitored smoke detectors and call points by the doors. A remote Call Centre will be automatically contacted if any are activated.

A plan showing the fire exits and the location of fire-fighting appliances is displayed on a notice board in the Foyer, in the Main Hall and in the John Rumble Hall. None of these exits must be obstructed either inside or outside.

At a Public Performance or similar Meeting, the attendees must be advised at the start, of the presence of the fire alarm system and be given instructions as to how to evacuate and where to assemble etc.. Where rows of chairs are set out, they must be locked together and side and centre aisles provided.

The entrance door by the Large Kitchen must not be locked when the John Rumble Hall and/or the Committee room is hired: all other doors have panic bar catches.

In the event of the Fire Alarm sounding:

- The Hirer or the Hirer's representative should ensure that **whole** of that part of the premises they have hired is evacuated in an orderly manner by the nearest exit to the **assembly point** at the adjacent **Gatesden Road** entrance.
- **All must wait for instructions from a Village Hall representative who will have been contacted by the Call Centre or the Fire Brigade if they are in attendance.**
- Users should not endanger themselves or others by attempting to retrieve personal property and Fire Fighting appliances should only be used to aid evacuation if needed.

6. Young Children:

The *Child & Vulnerable Adult Protection Policy* can be found on the web site.

Children are permitted on the stage **ONLY** if supervised and **MUST** be kept away from the stage curtain winding gear.

Young children should be supervised to see that they do not touch any pipe or radiator when the heating is in operation although the water temperature is kept as low as practicable in an attempt to reduce any risk. Supervising adults can make their own assessment at the time. They must not be allowed to play by climbing or standing upon the chairs nor on the tables. If tables are folded and stacked on edge, ensure that they cannot fall upon a child if disturbed.

7. Furniture:

Main Hall: The Hall is used regularly by badminton players and others who need the floor kept clear of obstructions so the folding chairs if used, should be carefully returned to the respective trollies likewise with the small folding tables. The large folding tables should be returned to the table store in the Foyer.

John Rumble Hall: Folding chairs and small tables should be carefully returned to the respective trollies and any large folding tables used from the Committee Room, returned. The fire escape door must not be obstructed.

8. Kitchens:

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The Large Kitchen is provided with a refrigerator. The Hirer is free to make use of it but the Village Hall can accept no responsibility for the efficiency or cleanliness of the refrigerator. The Hirer must provide their own thermometer. All animals must not be permitted to enter the kitchens. Young children in particular should be excluded from the Kitchens whilst food preparation is undertaken and at other times under constant supervision only.

Large Kitchen:

Hirers should take note of the notices regarding the operation of the Cooker, Heated Cabinet and the Water Boiler.

Note that the Cooker will only operate if the full instructions are followed, gas turned on and the fan is in operation. An emergency gas cut off button is by the entrance doorway. The metal fire shutter to the John Rumble Hall hatch should normally be kept slightly open when the Cooker is in use for preparation and/or a window also open to assist in ventilation. On vacating at the end of hire, the shutter must be closed. Hot water for both kitchens and the accessible toilet is provided by the boiler in the high cupboard by the window.

Small Kitchen:

Hirers should take note of the notices regarding the operation of the Microwave and the Water Boiler.

Depending upon circumstances this kitchen may act as a corridor between Halls and extra care to avoid accidents taken.

9. Lighting:

Main Hall: with the exception of the single two way switched centre light, all switches are within the cupboard in the Small Kitchen. No other equipment within this cupboard must be interfered with.

Stage lighting, Switches on the wall by the curtain winding mechanism are for the over stage lights and in the metal box, two at the top switch on two pairs of spot light.

10. Heating:

Main Hall, Committee Room and Small Kitchen heating is controlled by timer in the Boiler Room and pre-set to provide an optimum temperature during the hire period. This cannot be altered by users of the Main Hall. Please turn radiators back on at the end of the hire period if they have been turned off during it and remember to close windows.

John Rumble Hall Heating is provided by a boiler in the Large Kitchen. The heating is controlled by a panel near the double entrance doors, with timings normally pre-set for known hire usage. It may be temporarily manually adjusted by following the instructions below it. Please do not make any other adjustments to the controls.

11. Amplification Equipment

Is available in both halls but prior arrangement is required and a key and instruction may be needed. There is a pull-down screen above the Main Stage and an electrically operated one in the John Rumble Hall.

12. Car Parking:

The Village hall car park will accommodate approximately 27 cars if they are parked sensibly. Please see that cars are not parked directly facing the Main [emergency] exits or the Boiler Room door.

Please ensure guests leave quickly and quietly and do not linger in the car park particularly if the event ends at 11.30pm, car doors banging and loud talk in the car park can be very disturbing to local residents and can create problems for us with neighbours and/or the Environmental side of the local Council.

Revised 1 December 2021