

# Asby Village Hall

## Information for Hirers

### Accessing & Leaving the Hall

For first time bookings, a committee member will usually meet the hirer to open the hall and discuss hall use and safety. Please note that whilst the main door has a stepped entrance, wheelchair users may access the hall via a ramp which leads to an emergency exit, also at the front of the hall.

On leaving the building all external doors need to be locked and all tasks in the closing up procedure completed. (These are listed in the '[General Conditions of Hire](#)', and displayed on the vestibule door.)

### Heating & Hot Water

The hall has an oil-fired central heating system which is normally left OFF. Hirers are responsible for switching it on as required. This system is also capable of providing hot water to the kitchen. However, a separate water heater above the kitchen sink is sufficient for most hirer's requirements. Guidance on the use of these facilities may be sought from a committee member.

Please note that it is a condition of hire that neither the heating nor hot water are left switched on for unreasonable periods of time when the hall is not in use.

### Kitchen

The kitchen provides the following facilities: sink, electric oven and hob, microwave, electric kettle, dishwasher, an under-counter fridge, and freezer. In addition, an extensive range of crockery and cutlery is provided for use by the hirer.

We ask that the kitchen is left in a clean and tidy state, and that all rubbish is removed at the end of the hire period.

### Audio Visual Equipment

The hall is equipped with a range of audio visual equipment which may be of use to hirers:

- a) an integral HD Projector and electrically operated screen (10' wide) both ceiling mounted.
- b) a sound system based upon a PA amplifier with a variety of inputs including radio microphone.
- c) for presentation purposes either:
  - a laptop computer, or
  - a stack of equipment suitable for cinema performances.

Any hirer wishing to avail themselves of any of this equipment should discuss their requirements at time of booking.

### Telephone and WiFi

Please note that the payphone in the Supper Room is **not** available for general outgoing calls. Emergency (999) calls may however be made.

Mobile phone coverage in the hall and surrounding area is, at best, very poor.

However, WiFi is available throughout the hall. The network to be used has an SSID of "**VH-WiFi-Guest**" and the password is noted on the notice board inside the hall itself.

## Cleaning

The Hall is provided on a self-cleaning basis in order to keep hire rates as low as possible. A vacuum cleaner and other materials are provided so we request that you please clean up after your booking and leave it ready for the next hirer to use.

## Safety

- a) When handling heavy or awkward objects, please do consider the potential for personal injury and act accordingly. In particular, chairs should not be stacked more than 4 high.
- b) When the Stage is not in use, its steps should be removed so as to mitigate the risk of falls from it.
- c) The hall is well equipped with emergency exits which are clearly marked with illuminated signage. Regularly serviced fire extinguishers are available. The position of both is clearly indicated on the Fire Safety Plan below (a copy of which is also provided on the notice board inside the hall.)
- d) Please ensure that the Emergency Exit signs are illuminated through the period of hire.
- e) Any electrical equipment brought into the hall must be safe and compliant with current electrical regulations.
- f) Any trailing cables should be routed so as to minimise any trip hazard, if necessary taping them to the floor.
- g) When arranging furniture (tables & chairs) in the hall it is important to maintain adequate wheelchair access to the disabled access/exit doors.
- h) The hall has a strict 'No Smoking' policy.
- i) A First Aid box is provided. It is located on the wall of the Supper Room. Any accident should be recorded in the Accident Book provided.
- j) The hall's Health & Safety policy, including a general risk assessment may be viewed on its [website](#). Please note that it is the hirer's responsibility to perform their own risk assessment for the particular event they are organising.

