

## INFORMATION SHEET FOR HIRERS OF SHERFIELD ON LODDON VILLAGE HALL

### Opening and Closing the village hall

The village hall will be opened for your hiring by the Caretaker and will be closed for you at the time you have indicated. Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

### Please telephone the Hall Manager, Loraine Smith, on 01256 883624 in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the village hall should be on the premises. Failure to comply with this may result in forfeiture of your deposit.

### Safety

In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests. A sketch plan showing these is provided on separate sheets available from the Caretaker.

The village hall's health and safety file is kept by the Caretaker.

A first aid box is located in the kitchens of the Main Hall and Liddell Hall.

### Power Circuits/Heating

Please let the Hall Manager know if you need the village hall to be particularly warm or cold. Do not adjust individual radiators/heaters as this will result in the village hall being too cold or hot for subsequent users. The heating is timed to turn off at 10.00pm. Please warn your guests, band or disco of this or contact the Hall Manager if you require the time to be adjusted.

### Hall Telephone

The village hall has no public telephone and the nearest one is located outside the White Hart PH so you are advised to bring a fully charged mobile telephone for use in case of emergency.

### Car Parking

The village hall is situated on a public road and this must not be obstructed. The village hall car park will accommodate a good number of cars if they are parked sensibly.

Any overflow may park at the Village car park (at the corner of Reading Road at its junction with Bramley Road).

### Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins, staples, sellotape or blu-tack on the walls or other surfaces, please ask the Hall Manager if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters. **N.B. UNFORTUNATELY THE USE OF "PARTY POPPERS", "PARTY CANNONS", STREAMERS, CONFETTI OR SIMILAR ITEMS IS NOT PERMITTED** as these can stain the wooden floor.

Please leave the village hall clean and tidy and leave waste in the bins outside or take it home. In particular we ask you to ensure table tops and chairs are wiped clean.

### Faults/ Damage/ Comments

Please report any faults or damage to the Hall Manager as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the village hall.

### Location and Use of Fire Equipment for Hirers

A sketch plan showing these is provided on separate sheets available from the Caretaker.

### FEEDBACK

The Village Hall Management Committee welcomes your feedback on Village Hall issues. If you have any comments, suggestions or problems please use the feedback form on the "contact us" page of our website at [www.sherfieldvillagehall.co.uk](http://www.sherfieldvillagehall.co.uk) or write to: **Bruce Jones, Secretary, Village Hall Management Committee, Ashley House, Reading Road, Sherfield on Loddon, Hook, Hants RG27 0AA.** Alternatively you can post your comments in the Parish Council post box outside the Hall, next to the noticeboard.