

GARVESTONE AND THUXTON VILLAGE HALL

Quick Guidelines for Hirers

Child protection

Children under 18 must be accompanied at all times by a parent or by an approved Child protection officer appointed by the Hirer.

General safety

- **carry a mobile phone**
- **keep fire exits clear**
- check where the fire extinguishers are
- do not park vehicles close to any exit
- stack chairs no more than 5 high
- stack small tables no more than 4 high
- do not stack chairs with arms
- **no smoking in the building**
- no 'smoke machines'
- no animals in the kitchen
- use the trolleys provided for moving tables and chairs
- use table cloths for round tables

Protect the Hall

- use Bluetak only on the walls
- clean up any spills as soon as possible
- use warm water only on the floor

When leaving

- check no-one is still in the building
- check all lights are switched off
- check cooker is off (if used)
- check fridge has been left on
- check all windows are shut
- leave shutters and blinds closed
- check toilets to make sure no taps are left running
- check all doors are secure
- put any rubbish in the **blue bin** by the main entrance to the car park
- take away your property

Please leave the hall in a clean and tidy condition for the next users.

Thank you!

Permitted numbers

(a) when used for dancing.....	120
(b) When used for functions utilising seating at tables.....	96
(c) When used for purposes combining both (a) and (b) above.....	84
(d) As above, with live band	72
(e) When used for a closely seated audience (moveable seating).....	163
(f) Additional persons in kitchen.....	6

Problems??

If you encounter any problems or there are faults that need correcting, please make a note in the fault report book in the kitchen.

Controls:

Kitchen shutter - key to the left,



Light switches to the hall just inside entrance doors

Blind and ventilation controls on the right in the recess by stacked chairs

If cold or draughty, press 'close' on the ventilation control. If hot, press 'open' on ventilation control. If still too hot, open left hand fire door (towards the school).

Do not prop open main hall doors, and keep main entrance door closed.

Keep noise levels down after 9.30 pm as a courtesy to the neighbours.

Please leave the building quietly.

Thank you!