



## Guidance Notes to Hirers

### 1. CONSIDERATION

We hope you found the hall clean and tidy - please leave it that way! Your co-operation is appreciated as follows:

- Please do not damage the décor: do not attach posters or decorations to the interior surfaces using pins etc., glue or any adhesive tapes, etc.
- Please be considerate to our neighbours and avoid excessive noise emanating from the hall that might disturb village residents close by.

Before leaving please:

- a) Open all curtains and close all windows.
- b) Replace chairs as you found them and tables to the store room/underneath the stage.
- c) Sweep the floor. NB: A brush can be found in cleaning cupboard adjacent to the store room door. If there are any spillages they should be wiped up using a damp cloth; **please do not use a wet mop on the wooden floor.**
- d) Please place any dirty tea towels and tablecloths in the basket/bowl in the kitchen.
- e) Please take your rubbish home wherever possible. There are wheelie bins located to the rear right of the hall, please only use appropriate bin.
- f) Turn back on any radiators you may have isolated & reset thermostat to original position if you have moved it.
- g) Turn off all lights including outside lights. NB: car park security lights are automatic and timed so there is no need to turn them off.
- h) Make sure all outside doors are locked when you leave.

### 2. PREMISES LICENSE

The Hirer is responsible for ensuring compliance with the terms of the Premises License granted to Plumley Village Hall Committee under the Licensing Act 2003. A copy of the License and timings of permitted activities is displayed in the Hall foyer: any queries should be addressed to the Committee Chairman. It is the Hirers responsibility to ensure they have all required permits/licenses for their event.

### 3. CAR PARKING

- a) Cars parked on the Plumley Village Hall car park and grounds are entirely at the owners' risk.
- b) No parking at anytime in front of any entrance/exit (including the main entrance) in case of emergency. Please do not block the defibrillator.
- c) No parking on Plumley Moor Road outside the Village Hall grounds.
- d) The area of field to the rear right of the hall can be used for overflow parking.
- e) If parking on Truthall Lane is necessary, please be considerate to other road users and respect the access needs of the local residents.

### 4. LIGHT SWITCHES

Switches for the porch, entrance hall and loft lights are on the left-hand side of the entrance foyer.

Switches for the main hall and outside lights are located near the kitchen entrance to the rear of the hall. There is a dimmer switch for some of the lighting around the hall.

## 5. ELECTRICAL SYSTEM

13 amp power sockets are installed throughout the premises for your use  
Electrical trip switches are situated in the small kitchen, above the door from the main hall and in the main kitchen over the door to the toilet.

If the electricity supply cuts off, please switch off appliances and reset the trip switch.

Do not attempt to repair any electrical installation or lighting in the hall – report the problem to a Committee Member.

Prior approval and guidance must be sought before using the lighting and sound facilities for the stage.

## 6. MAIN KITCHEN

The main kitchen is equipped with pots, pans, cups, saucers, plates and cutlery and contains the following major facilities for use by hirers:

- a) A hot water geyser (for teas and coffees etc.);
- b) An electric cooker;
- c) A microwave cooker;
- d) Two sinks with single drainers on each;
- e) Large Fridge and Freezer.

Hot water is available on demand from a gas-fired water heater (- please do not switch off).

## 7. SMALL KITCHEN

The small kitchen contains the following facilities for use by hirers:

- a) An electric cooker;
- b) A microwave cooker;
- c) Hot water is available on demand from a gas fired water heater;
- d) A sink and double drainer;
- e) Fridge.

Hot water is available on demand from a gas-fired water heater in the main kitchen (- please do not switch off).

## 8. STOP TAP

The cold water stop tap is located in the cupboards underneath the sink unit in the small kitchen.

## 9. PIANO

Please leave the piano beside the stage. If moved, please take care not to damage the floor.

## 10. TENNIS COURTS

If you wish to use the tennis courts, terms of payment can be found on the Village Hall notice board.

The following rules apply:

- a) Users of the tennis courts do so entirely at their own risk;
- b) Play allowed until dusk Monday to Saturday and until 5.30 p.m. on Sundays;
- c) Only soft soled shoes to be worn on the courts;
- d) Sweep the court at the end of play (brush provided on court);
- e) Release net tension at the end of play;
- f) No pets allowed on the courts;
- g) No radios to be used on the courts;
- h) Please do not disturb neighbours and their privacy by undue noise, etc.

## 11. ACCIDENTS

A First Aid kit is located in the marked cupboard near the water heater in the main kitchen.

All accidents must be recorded in the Accident Book located on the notice board in the entrance hall.

## 12. EMERGENCY EXITS

There are push-bar exits to the front and rear of the building. These are for emergency use only and should not be left open during your period of hire.

The main entrance doors into the hall are also designated emergency exits. All emergency exits must be kept clear at all times.

## 13. FIRE EXTINGUISHERS

Fire-fighting equipment is for your safety – please do not remove or tamper with it.

Fire extinguishers are positioned throughout the hall building – please familiarise yourself with their location.

Instructions for use are given on the containers of all fire-fighting equipment; all hirers should make themselves aware of the instructions for use of this equipment.

If any fire-fighting equipment is used, please inform a Committee Member.

- a) **Main entrance and Committee Room:** water fire extinguishers safe for wood, paper and textiles (OT for live electrical equipment, flammable liquids or flammable metal fires)
- b) **Main Kitchen doorway:** Carbon dioxide fire extinguisher for use on fires involving flammable liquids and electrical equipment.
- c) **Main Kitchen:** Chubb light duty fire blanket, 1.2 metres square, is situated within the main kitchen area. This item must be discarded after use – please advise the Bookings Secretary of this.

## 14. IN THE EVENT OF A FIRE

‘GET OUT, GET THE FIRE BRIGADE OUT, STAY OUT’

Call the Fire Brigade: the address is PLUMLEY VILLAGE HALL, PLUMLEY MOOR ROAD, PLUMLEY, KNUTSFORD, WA16 0TR."

Evacuate the building and ensure you account for all persons present.

- a) Wait at the fire assembly point at the corner of the tennis court beside the entrance from Plumley Moor Road.
- b) DO NOT RE-ENTER THE BUILDING.
- c) DO NOT ATTEMPT TO FIGHT THE FIRE UNLESS INJURY OR LIFE IS THREATENED.
- d) Inform any Committee Member, preferably the Bookings Secretary and/or the Hall Manager.
- e) In the event of personal injury follow procedure for Accident.

For advice on aspects of workplace/community fire safety, please ask a Committee Member.