

King George V Playing Fields and Village Hall  
Charity Number 1086600

## **Hire information sheet**

### **Opening and closing the village hall**

The village hall keys will be available from Lynn Robinson at 24 The Street, Latchingdon, CM3 6JP and after locking up, must be returned there immediately.

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 07592405988 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 will result in forfeiture of your deposit.

### **Safety**

The village hall has a No Smoking Policy.

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 shown on the following page).

The Fire Assembly point is signed by the Village Pond at the back of the Car Park to the Village Hall.

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice.

The village hall's health and safety file is kept in the Kitchen.

A first aid box is located in the Kitchen.

Hall Information Sheet for Latchingdon Village Hall

[latchingdonpc@yahoo.co.uk](mailto:latchingdonpc@yahoo.co.uk)

Bookings Clerk, Latchingdon Village Hall, Burnham Road, Latchingdon Essex CM3 6EX.

### **Power circuits/heating**

The heating controls are located in the lobby. It is a simple on and off switch. Please ensure you switch off when locking up and exiting the building.

The lights to the main hall is on the right internal wall as soon as you enter the fire doors from the lobby into the hall. There is also separate lights to the Kitchen, toilets and staging lights are between the access toilet and tables and chairs storage cupboard. Please ensure all lights are switched off when exiting the building.

Kitchen boiling water - This needs to be switched on and takes about 20 minutes to get to constant boiling water (no need for kettle) . Please switch this off at the wall once finished.

The village hall has no telephone and the nearest public use landline is located at the Red Lion Inn Public House, so you are advised to bring a fully charged mobile telephone for use in case of emergency.

### **Car parking**

There is plenty of car parking for vehicles around the village hall and there is a padlocked security gate 1607 for entry. Please ensure the gate is securely locked after you vacate the car park.

Cars are not allowed on the grassed area of the playing field.

Vehicles and their contents are parked at the owners risk and the Village Hall is not liable for any damage or theft.

### **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 or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations.

Do not fix decorations near light fittings or heaters.

Please leave the village hall clean and tidy and any waste please take with you to discard. Any rubbish left, you may be charged for removal.

We ask you to ensure table tops are wiped clean before being stacked in the cupboard.

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## Faults/ damage/ comments

Please report any faults or damage to the booking secretary 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



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