LANDBEACH VILLAGE HALL

Registered Charity No: 203793

Hirer's Information

This information is supplementary to the hiring documents and is for guidance only.
Landbeach Village Hall facilities are available for the hire for social function/ events under conditions laid down by the Village Hall Management Committee.

Welcome to Landbeach Village Hall, the information provided will help you find items you might like to use and guide you round the building if you are unfamiliar with the layout and facilities the building offers.

Opening and closing the Village hall.
Unless otherwise advised the Village hall keys will be available from:-
Anne Bullman 97 Green End Landbeach and after locking up must be returned there immediately.

Please ensure that any outside caterers, contactors, music providers etc. are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone 01223 860692 in case of difficulty.

Our Premises License time limits are Monday to Thursday and Saturday 11.30 am to midnight. Friday 11.30 am to 2 am. Sunday 11.30 am to 10.30 pm.
Guests are expected to vacate the premises within fifteen minutes of the end of the licenced period. After midnight (unless the event is on 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 a forfeiture of your deposit.

Hall telephone.
The Village Hall has no telephone so you are advised to bring a fully charged mobile telephone for use in case of an emergency.

Car parking.
The lane leading to the Village Hall is a public road and must not be obstructed. The Village hall car park will accommodate 26 cars if they are parked sensibly. Cars are not allowed to be parked on the grass verges or recreation ground except when the case of that latter prior permission has been sought from and approved by Landbeach Parish Council.

Emergency contacts.
If an emergency arises affecting the security of the building a list of contacts can be found on the noticeboards in the entrance lobby and in the kitchen.

Security Monitor Camera Located in Main Hall on Wall
Security cameras operate and overlook the car park, press button on bottom right monitor to view the car park; this must be switched off before leaving the premises. (This monitor is located in main hall)

The building is also monitored by security cameras
These recordings may be made available at the request to the police or local authority if suspicion of crime or disturbance has taken place

Loop System
The hall and lounge have a loop system

Music
Amplification equipment must only be plugged into the Main Hall sockets. There is a sentinel which governs excessive noise located in main hall; if noise is excessive (i.e. as indicated by the red light) the sockets will cut out immediately.
All music must terminate at 11.30pm and the building be cleared by 12 midnight unless special arrangements have been made (e.g. New Year's Eve).

Decorations
Drawing pins, sellotape, staples, nails etc. **must NOT BE USED** on walls or ceilings.

What the Kitchen offers

Tableware The kitchen is fully equipped for hirers, all cupboards and drawers identified with village hall signage is for your use, please replace all used items clean as found,

Cooker instructions are located on the side panel, right hand side of cooker when you stand facing them, switches for cookers and hobs are located on the rights hand wall near cookers.

Dishwasher instructions on cupboard door right hand side of dishwasher, main switch under boiler this must be switched on before using dishwasher and off at the end of use.

Zip Water heater located on wall right hand side of window is for hot drinks instructions can be found on the front.

Large tea pots and jugs are under the kitchen sinks.

Fridge and freezer are switched on permanently, and can be used please ensure you remove all items belonging to you at the end of hire, any items left will be thrown away.

Hirers should familiarise with the following Health and Safety Procedures:

Health and Safety/Signage

Read all health and safety signage throughout the building and comply.

Fire Precautions

No Smoking on the premises is allowed.

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. Please say that the building is at 1 Green End, Landbeach, CB25 9FG.

Please ensure that you have a charged mobile phone with you in the event of an emergency.

Malicious false alarms will result in prosecution by the emergency services and the cost of such actions must be met by the hirer, as will misuse or malicious discharge of fire extinguishers.

The exact location of fire exits and fire extinguishers must be noted before the hall is occupied and the method of opening fire doors should be made known to your guests. (A sketch plans showing the location of these is at Page 7 of this Appendix).
You must ensure that fire exits are not blocked at any time.

Note displayed fire procedures, including external assembly point (recreation ground).
Inform your guests of the procedures in the event of an emergency.
Note location of fire extinguishers and fire blankets.
Note location of emergency lighting exits (identified by green exit signage and green light).

First Aid Box can be found in the kitchen, record any accident in this book and report to Bookings Secretary.

Faults Book
If you discover any item damaged or broken please record adding your contact details also if you have a breakage please record.

Both books are located behind kitchen door from main lobby

Tables and chairs are located in main hall, large trestle tables are stored in main hall cupboard, small tables and additional chairs can be found in table and chair store situated in main entrance lobby.

After use
Hoovers, mops and buckets can be found in the cleaning cupboard in the main entrance lobby.
The dustpan is located in kitchen near the rubbish bin.
Large brooms and brushes in store cupboard in main entrance lobby (chair and table store).

After use of Hall
Return chairs to rear of hall and stack 6 high, one row at each side of hall replace additional chairs in store room in entrance hall.
A trolley for moving chairs can be found in this store cupboard.

Wipe and return large trestle tables to store cupboard (main hall and replace as found.
Sweep hall and mop any spillages.
All decorations banners, balloons etc. are to be removed.

After use of Lounge
Place all small wooden tables and upholstered chairs as found.
Wipe and Return any additional small tables to store cupboard in main entrance lobby.
Vacuum Lounge if necessary.
All decorations banners, balloons etc. remove.

After use of the Kitchen
Wipe all surfaces.
Please take glass, plastics and cans home with you for recycling.
Empty kitchen bin and replace with new liner. (These are located in the cupboard under the sink.)
Place all other rubbish in refuse bin outside (located in bin store near car park).

Toilets
Ensure taps have been turned off on wash basins and toilets are flushed.

Securing the Building check before you leave

All cooker switches are off.
All lights are off.
Room thermostats turned to 18.
Security monitor is off.
Check that all fire doors are secure.
All windows closed and locked.
All doors are locked.
Return keys as discussed with lettings secretary.

Children's Parties.
If you wish to use the Children's tables and chairs located in the main hall store cupboard please contact their owners, Landbeach Busytots at busytots1@hotmail.co.uk

Hiring the Social Club bar.

The Sports & Social Cub bar can be booked through:-
LSSCbookings@landbeachvillage.co.uk

Cost of hire £8 per hour per member of staff. Up to 50 people 1 staff member required, 50+ 2 people.
Alcohol can be purchased on site through the Sports & Social Club if you have booked the bar. Alternatively you can bring your own alcohol but it must not be sold.

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

Thank you for taking care of Landbeach Village Hall.

LANDBEACH VILLAGE HALL FIRE ZONE PLAN
FIRE EXIT
LOBBY
ZONE 3
SOCIAL CLUB
ZONE 2
MAIN HALL
FIRE EXIT
LOUNGE
FIRE EX IT
ZONE 1
KITCHEN
LOBBY
Entrance + FIRE EXIT
Fire Panel
FIRE TEST POINT
FIRE EXTINGUISHER
1 IN LOFT
1 LOCATION OF FUSE BOX
2 LOCATION OF WATER STOP COCK
3 LOCATION OF GAS SHUT OFF