

Rendcomb Village Hall

INFORMATION SHEET FOR ALL HIRERS

Opening and Closing the Hall:

The key for the front door and store are in the key safe beside the front door and the code for this will be provided as part of any booking.

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

Please telephone Sam Parkes (01285 831065 or 07795 211521) or Pam Dukes (01285 831) in case of any difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After 11 pm (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 strict 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 dialling 999.

The Health and Safety file is kept in the bottom drawer in the kitchen.

A First Aid Box can be found in the bottom drawer in the kitchen.

Hall Telephone:

There is no telephone at the village hall. You are advised to bring a mobile with you in case of emergency. Most networks can be accessed across the street from the hall, by the village pump.

Car Parking:

The road past the village hall is a public road and this must not be obstructed at any time. The hall car park will accommodate up to 6 cars if they are parked sensibly.

Consideration for others:

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

Please do not put drawing pins/bluetak or sellotape on the walls or other surfaces. Do not fix any decorations to walls, ceilings or floor.

Please leave the hall clean and tidy, as you found it, and take your waste home with you. In particular we ask you to leave the hall floor clean.

Faults/Damage/Comments:

Please report any faults or damage to the hall management team as soon as possible so that they can be rectified quickly. The Management Committee welcomes comments or observations that you have and a comment book is provided for this purpose.