

Welton Village Memorial Hall [Charity 1180894] ["The Memorial Hall"] Information for all Users

Opening and closing the village hall

The village hall keys will be available from the Caretaker by prior arrangement. If your event ends after 22:00 please ensure that the side and rear doors are locked and leave by the front entrance slipping the catch on the door.

The village hall front door will be opened for your hiring *and will be closed for you at the time you have indicated*. You may prefer your group to arrive at the side door in the car park at the rear which has step-free access and toilets including a disabled toilet/baby-changing room.

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. There is a 15 minute buffer allowed between each hiring. Please ensure that you allow time when booking for any clearing up and do not encroach on this period.

Please telephone 07452 822214 in case of difficulty.

Guests are expected to vacate the premises by the end of the period you have booked. Failure to comply with this may result in forfeiture of your deposit.

Please ensure that you have booked any equipment [chairs, tables, projector, PA] before your event.

Safety

You must comply with all social distancing rules required or recommended at the time of your event.

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).

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 cupboard by the front door

A first aid box is located in the kitchen

Resuscitation equipment is attached to the wall of the Green Dragon pub

Power circuits/heating

The Memorial Hall has a modern system designed to maintain an acceptable temperature. Please tell us when booking if you need the Village Hall to be particularly warm or cold. Do not adjust any settings. *The heating is timed to turn off at 10.30pm.*

Hall telephone

The Memorial Hall I has no telephone and the nearest one is located at is at the bottom of Dale Road [turn left out of the front entrance for about 200 metres. Telephones may also be available at the Welton Memorial Club [adjacent to the Hall] or the Green Dragon pub [turn right out of the front entrance]. You are advised to bring a fully charge mobile telephone for use in case of emergency.

Car parking

The lane leading to the village hall is a public road and this must not be obstructed. The village hall car park will accommodate a good number of cars if they are parked sensibly.

Consideration for others

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Information for all Users CONTINUED**

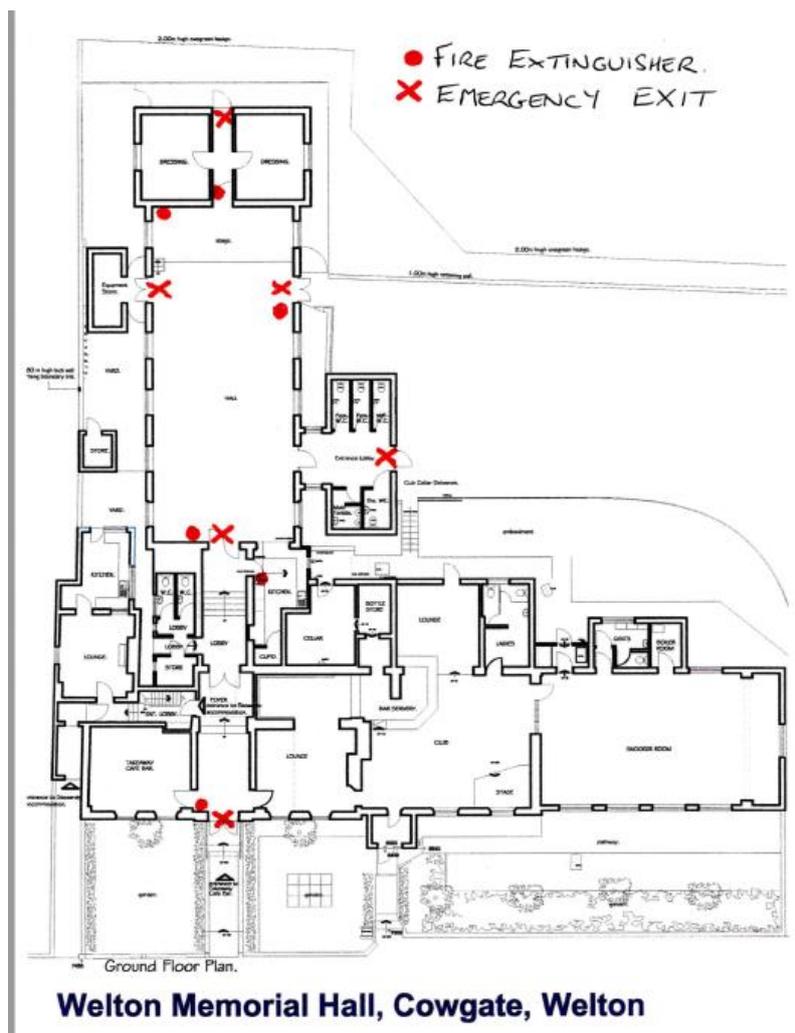
Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

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 leave waste in the bins outside or take it home. In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboard.

Faults/ damage/ comments

Please report any faults or damage to the Caretaker 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



CONTACT NUMBERS

Caretaker 07452 822214

Booking Secretary