

Alpraham and Calveley Village Hall

# Welcome Book

Alpraham and Calveley Village Hall

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Welcome to the Alpraham and Calveley Village Hall. The Trustees hope you enjoy your time in the hall and that our facilities meet your needs. Please do not hesitate to provide feedback via our website if you have questions or suggestions.

Thank you.

Please familiarise yourselves with the information in this book as it provides important guidance and useful information.

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## Introduction

Welcome to Alraham and Calveley Village Hall. This document describes how to let yourself in when you arrive, how to use the hall while you are there and what to do when you are finished. You will be invoiced for payment a few days before your booking – payment by bank transfer please. You will be sent a four digit PIN which opens the two car parks and the front door. If you need to use the outdoor electric sockets please contact us for a separate three digit PIN. There is a phone number on the front door which you can use if you need assistance. You are welcome to find a few minutes to meet one of the team at the hall before you use it for the first time and familiarise yourself with our procedures and facilities. Thank you.

Please note that all events must finish by 11pm. Our rules prohibit any activity after 11pm or before 8am. Out of consideration for our neighbours, noise must be kept to a minimum at all times. If your event features music (i.e. DJ, band or recorded music) you must inform us in advance. Thank you.

## Access to the car park(s)

The barrier is secured by a large pin with a combination padlock



**Unlock Button**

1. Enter the 4 digit code you have been given by pressing the buttons on the lock followed by the 'unlock' button in the lower right corner
2. Pull the hasp to release the lock
3. Store the pin and lock ready for when you leave

On exit, follow the instructions in the opposite order. The lock engages automatically when you push the hasp into place

The overflow car park should be used when the main car park is full. It is opened in the same way as the main car park and is located 50 metres away on the opposite side of the access road.

If all the car park spaces in both car parks are filled, please double park in the car parks. If still more space is needed, please park with consideration for the nearby residents. Clear access to the houses must be maintained at all times including access for the Emergency Services should they be required.

### **Gaining access to the building**

A set of keys is stored in a key safe attached to the inside face of the left pillar as you approach the front door



1. Open the flap of the key safe by pulling it down from the top
2. Using the pad, press the 'C' key firmly to reset it
3. Using the pad, enter the 4 digit code you have been given pressing the keys firmly
4. Turn the knob to open the safe and remove the bunch of keys
5. The bunch contains 2 keys
6. One key opens the front door
7. The other key opens the three sets of patio doors that open onto the playing field

When you have finished in the hall, please follow the next set of instructions and return the keys to the keysafe

### **Before you leave**

Please leave everything ready for the next person to use the hall as soon as they arrive. Please tidy up as follows . . .

In the kitchen . . .

- Bag up all your rubbish using bin bags provided in the kitchen
- The two bins in the kitchen should be also be emptied
- Take all the rubbish away with you
- Load the dishwasher with any dirty crockery and cutlery
- Set the dishwasher going using the instructions provided
- Make sure the cooker and microwave are off
- Make sure the serving hatch shutter is fully down
- Switch all mains sockets OFF and unplug all appliances

In the main hall . . .

- Put away all the tables, chairs and sports/games equipment
- It all goes in the storage area in the corner of the hall
- The tables will 'roll' like a cartwheel but please do this with care
- Seven (7) chairs at a time can be moved using one of the two provided trolleys. Please do not move more than 7 at a time for your own safety.

In the toilets . . .

- Empty any bins and remove any rubbish using the bags provided in the kitchen.
- In the disabled toilet, empty and remove any sanitary waste e.g. nappies
- Check the taps are off and the toilets flushed.
- The lights are automatic and will turn themselves off

In the meeting room . . .

- The rectangular tables and 8 chairs can be left in place. Everything else should be returned to the store in the main hall
- Ensure the TV monitor is turned off

In general . . .

- Please sweep up and remove any debris from the floors
- Please tidy up outside the hall. The paved and grassed areas should be free of party debris.
- The main hall is used by exercise classes and dancers and it is essential that all remnants of your visit are removed. It is especially important to remove any food. If necessary, mopping in addition to sweeping should be carried out.
- In order for the kitchen to remain hygienic for all users, please check the floor and ensure it is dry and free of any food matter
- If you have turned any radiators down, please turn them all back onto full (5). This allows the heating system to have sufficient control to manage the temperature for the next booking.

### **Leaving the premises**

Unless directed otherwise or when the next users arrive, it is vital that the premises is secure when you leave. The Trustees shall be at liberty to apply additional charges if the building is left unsecured. The hirer shall be responsible for securing and locking the premises as follows

1. Check every window is closed and locked
2. Check all sets of patio doors are closed and locked. Both doors must be locked individually
3. Check all sets of fire doors are closed and secure
4. Turn of all the lights
5. Close all internal doors
6. Lock the front door
7. Replace the keys in the key safe
8. Secure the car parks. The car parks must be locked even if there are vehicles still parked there

## **During your time in the hall**

Children must be supervised at all times when outdoors.

- Please note that the playing field is not fenced off.
- There may be water in swales at the bottom of the field.
- There is a path directly to the A51 at the far end of the field. The path leads directly to the traffic on the road – there is no pedestrian crossing
- The access road is public and in constant use by local residents.

The hall serves as the location for the village War Memorial to remember local residents killed in World Wars. The hirer and all attendees must be mindful of the significance of this to the community in both villages. The hirer must not obscure, decorate or utilise the memorial in any way during events. All activities must ensure the memorial is available to visit and view at all times.

There is a second bunch of keys in the kitchen to the left of the shutter. It has the following keys.

- A key to raise and lower the shutter over the serving hatch. The shutter must be lowered before leaving the building. The shutter lowers automatically when the fire alarm is activated. Please do not place items on the sill that will prevent the hatch from lowering all the way down.
- Windows keys.
- A patio door key (This is a duplicate of the one on the main bunch)

When you leave, please leave this bunch in the kitchen.

Please bring your own tea, coffee, milk and sugar. If any is left in the kitchen by previous users, you may help yourself. If you leave any in the kitchen it is assumed that others can use it. However, please do not leave milk in case it goes off.

Please do not stick anything to the walls using Blu-Tac or tape as it often brings the paint off. If you would like to display banners, please run string loops from the curtain rails.

Please do not use smoke machines, haze machines or indoor fireworks as they can cause the fire alarm to be activated

The current WiFi password is on display on the indoor notice board next to the meeting room. Wifi does work outdoors but you need to be close to the building.

The heating is normally turned on before your booking to get the rooms warm for when you arrive. Please let us know if you have any special temperature requirements. There is a portable thermostat which can be used to raise or lower the temperature. Please leave the radiator valves on the highest setting (5) so that the temperature can be controlled remotely

Please sign the Visitors Book and note any comments or suggestions

Any damage or faults should be noted in the Accident & Damage Book. Please ensure the entry is dated. Please email us if you make an entry in the book. [acvh.info@aol.com](mailto:acvh.info@aol.com)

There are posters and leaflets on display in the lobby. Please help yourself.

Posters and leaflets may be left for community events you wish to promote.

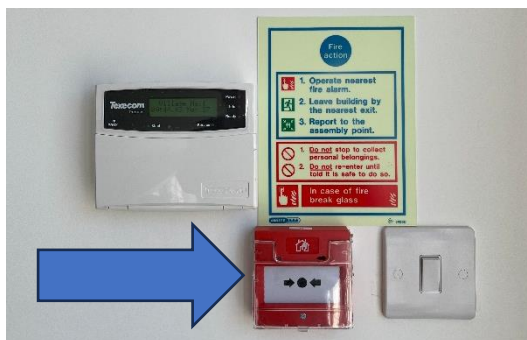
We look forward to seeing you again!

Thank you.

## What to do in the event of a fire

It is the duty of everyone on discovering a fire to sound the alarm using the nearest red fire alarm push buttons in one of the following locations

- By the front door/fire exit, inside the small lobby
- In the corridor by the fire exit from the west side of the building
- In the meeting room by the patio doors
- In the kitchen next to the door leading to the corridor
- In the kitchen next to the patio doors
- In the main hall next to the patio doors
- In the main hall next to the fire exit from the south side of the building
- In the main hall next to the fire exit from the east side of the building (in the storage area)



On hearing the fire alarm, everyone will immediately leave the building

- Do not stop to collect possessions
- Everyone will make their way to the nearest fire door and exit the premises
- People in the main hall should exit by one of the two fire doors in the hall and not via the corridor/lobby
- People in the kitchen, toilets and meeting room should exit via the corridor and use one of the two fire doors – i.e. the front door/fire door or the west fire door at the end of the corridor
- People in the kitchen and meeting room may exit via the patio doors ONLY if they are already unlocked. Do not try and find a key if they are locked
- If a fire prevents access to a fire door find a safe evacuation route via another fire door or exit

Everyone must gather at the assembly point in the main car park and await the arrival of the emergency services



Call the fire brigade. The person activating the fire alarm should check that the fire brigade has been called even if they are not the organiser of the event. If in any doubt, they should call the fire brigade themselves. The hall does not have a telephone. A mobile phone should be used.

## **What to do in the event of an accident or medical emergency**

All injuries must receive prompt attention

For minor injuries, such as scrapes and grazes, there is a small first aid kit located in the kitchen

For more serious injuries there is a full St John's Ambulance first aid kit located in the kitchen

The nearest defibrillator is located 150 metres east along the A51 main road. It is located in the blue telephone box next to the bus stop

For serious injuries or medical emergencies call an Ambulance. Any person at the scene should check that an ambulance has been called even if they are not the organiser of the event. If in any doubt, they should call an ambulance themselves. The hall does not have a telephone. A mobile phone should be used.

Any immediate danger to users of the hall must be minimised. Priority must always be given to the safety of everyone

All accidents and medical emergencies must be noted in the 'Accidents & Damage Book' located in the lobby. If an ambulance is called, the hall management team must be contacted as soon as possible using the 'Assistance' phone number on the front door

If an incident occurs that **might** have led to an accident, then this must also be noted in the 'Accidents & Damage Book' located in the lobby.

## **What to do in the event of a power cut**

The hall does not have a backup generator

In the event of a power cut

- The emergency lights will remain on
- All other lights will go off
- An alarm will sound from the panel in the small lobby just inside the front door

Everyone may collect their belongings but should leave the building in a safe and orderly manner

Disabled, children and the elderly should be assisted where necessary

The hall management team must be contacted as soon as it is safe to do so using the 'Assistance' phone number on the front door

For your information, at other times, the emergency lights that will operate in the event of a power cut can be identified by a small green LED illuminated on the casing of light fittings

End of document.