

# Guilsborough Village Hall

## Users Handbook



Welcome!

Thank you for choosing to use our location for your event. Whether you are a regular user or are hiring the hall for the first time, we want you to find everything you need to make your time here enjoyable.

We are lucky to have a number of regular users as well as parties and other events so that the hall is well used and we are able to invest the proceeds from the hire of the hall into refurbishing and upgrading the facilities year on year. We are at the centre of the village both geographically and figuratively, and we would ask that you and your guests are sensitive and respect our neighbours especially at night. If you enjoy our facilities, please tell other people if you find anything wrong – please tell us!

The village hall is a charity, and is maintained and run by a volunteer management committee on a non-profit making basis. This means that users of the hall are asked to consider other users of the hall and leave it in the condition they found it.

If you have any comments or queries, we hope this handbook will answer them but if not please let us know, either by e mail or phone. Contact details are at the back of the handbook, or on your booking form.

We hope you have a great visit!

Sue O'Neil  
Chair  
Guilsborough Village Hall Committee

# VILLAGE HALL LAYOUT

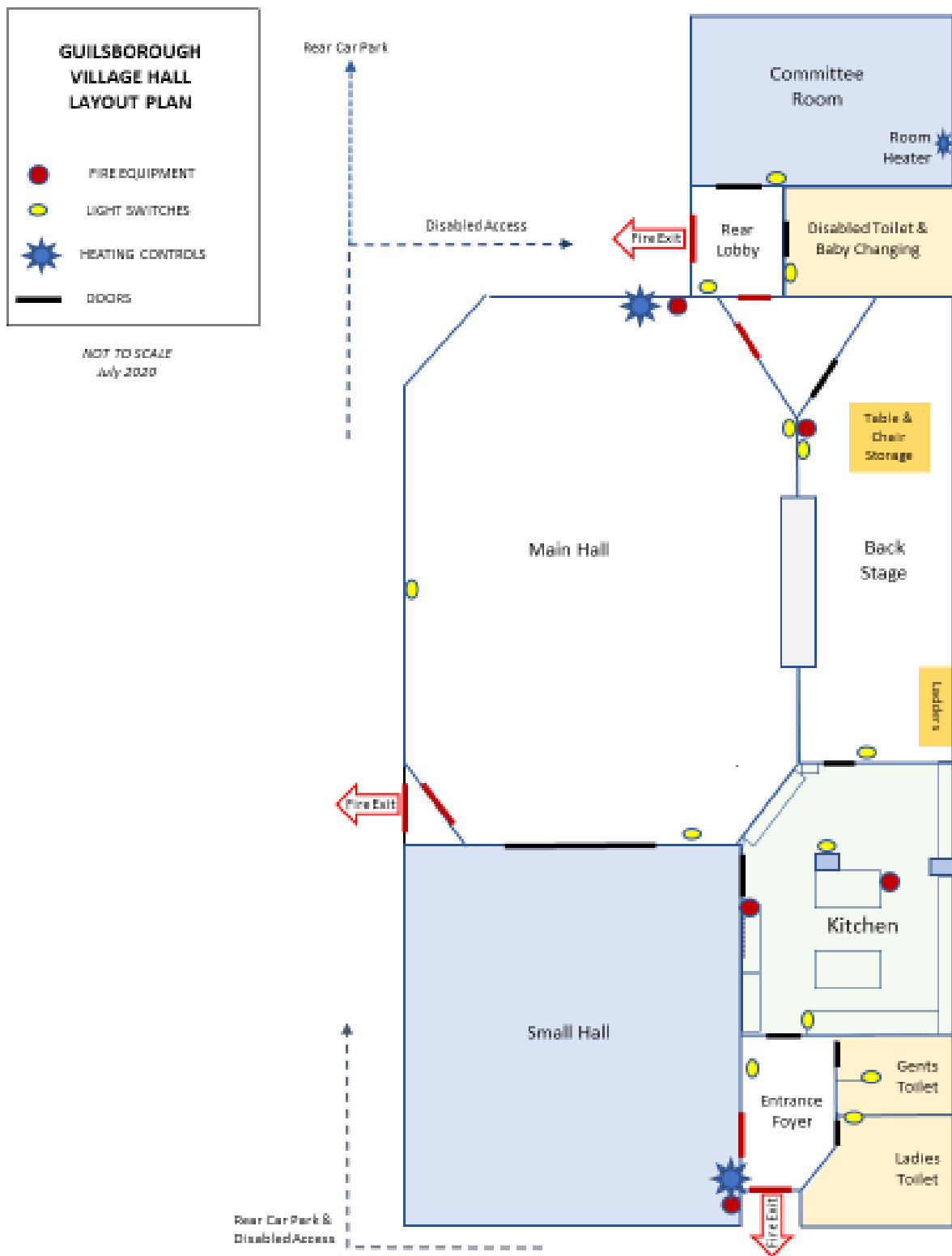


Figure 1: Guilsborough village hall layout

## **YOUR BOOKING TIME**

Your booking is for period agreed with the Bookings Manager. This time includes any setting up and clearing away time (whether on the same day, preceding day, or next day).

If there is another booking either immediately before or after yours, then you will need to ensure you have cleared the building and returned anything you have used to the place you found it by the appointed time.

If you collected the keys for the hall from the village shop, please return them immediately after your hire period. If the shop is closed, please put them through the letter box either at the front of the shop or to the right-hand side of the building.

## **CAR PARKING**

The village hall has its own car park at the rear of the building, accessible via the drive running between the hall and the primary school. This has about 8 car park spaces.

The car parking has a gravel surface and is well lit.

Please ensure that all the access route to the car park is never blocked, and that the school is able to access its pedestrian gate and bin area.

Other car parking is on the street, but please ensure that house accesses and the school access remain clear at all times.

## **DISABILITY ACCESS**

Disabled access to the village hall is via the rear lobby. The disabled toilet is also located by the rear lobby.

## LIGHTING AND HEATING

### Light switches

On entering the hall from the front door, the foyer light is in front of you on the left-hand wall. The bank of three switches operate the lights in the front hall.

There are several light switches for the main hall. To the right of the concertina door is a single switch for a florescent light. There is a similar one in the small alcove to the left of the stage. The main hall lights are operated either from switches behind the curtain halfway down on the left-hand wall of the hall.

The switches are rocker switches and operate the lights on a dimmer basis. If they are dim, hold the switch down and the lights will become brighter.

Light switches are also located at the back of the stage, accessed via the rear lobby (see Fig 2, photo below).



Fig 2: Lighting control panel by stage.

## Heating

### *Main hall and small hall*

The halls are heated throughout by electrical heaters.

If you need the heating on you will need to put them on at the start of your hire period as they take only a short time to warm the place through.

There are switches in both the main hall and small hall (see Fig 3). Simply press the grey button once, twice or three times to operate the heating for a set period of half hour, one hour or two hours. It will switch off automatically at the end of the set period. Alternatively, pressing the button again will switch the heating off.

Please ensure the heating is switched off at the end of your hire period.

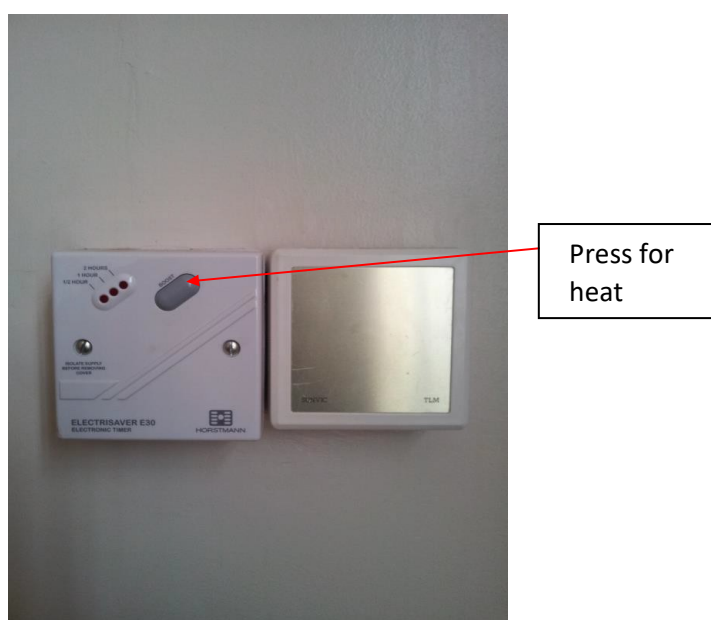


Fig 3: heating switches for main and small halls

There is a heater in the committee room. This does have a timer, but please ensure that it is switched off before you leave.

## **TABLES AND CHAIRS**

### **Tables**

There are around 12 long folding tables which are stored behind the stage (left side). There are a further 9 smaller tables (normally located in the small hall). The smaller tables have their own trolley, and must be stacked carefully, as per the instructions on the trolley. See the photo in Fig 4.



Fig 4: Stacking the tables

### **Chairs**

There are about 96 upholstered folding chairs available. Of these, about 64 are stored in the wheeled trolleys in the main hall or small hall area. These chairs are stored in specialist trolleys, and it is essential that you pay careful attention as to how these should be stacked. Do not store more than 8 chairs on each side of the trolley, see the photo in Fig 5. These instructions are also attached to each trolley.



Fig 5: Stacking the chairs

About 30 upholstered chairs are kept in the committee room and can be brought out when needed.

The village hall also has around 50 plastic stacking chairs, but these are often stored off site. If you think you may need these chairs, please let the committee know several days before your event.

## **KITCHEN**

The hirer is responsible for all hygiene and safety arrangements connected with the preparation and provision of food at the hall.

It is recommended that a person with a Food Safety and Hygiene Certificate Level 2 oversees any food preparation.

The hirer is responsible for ensuring that food allergies are identified, and appropriate action taken to protect everyone's health.

### **Kitchen equipment, crockery etc**

The kitchen is very well equipped, and a list of what is available is in the appendix to this handbook.

Everything should be in the kitchen including about 100 place settings (plates, cups, saucers, cutlery etc). However, please check you have enough before your function.



There are some glasses, but if you are organising a function you may need to provide your own or use plastic containers.

### **Boiling water**

There is a mains-fed boiler which is always left on. This provides continuous boiling water.

Please leave on.

### **Cooking**

The hall has large commercial size cooker comprising of an oven, a grill and 4 hot plates plus a microwave oven. There is also a fridge and freezer.

Please note that the hall kitchen is primarily designed for the serving of food prepared elsewhere, and is unsuitable for cooking large quantities of food for events.

### **Dishwasher**

The dishwasher is a high-speed catering standard one. You can be shown how to use it, so please contact us in good time before your event if you think you may require it. As it is already loaded with detergent, you do not need to add any. The turnaround time is very fast (approx two minutes per load). Please rinse plates etc if these are heavily soiled before loading into the machine.

After using, please do not attempt to clean out the machine as this will be done by the village hall management. Please switch off at the wall.

### **Tea towels and washing up**

A number of tea towels (usually about 5) are provided in the kitchen for drying up. These can be found in the drawer under the small hall serving hatch. If you think you will need more, please bring your own. Please leave the used tea towels in the small bin provided on the central counter, ready for washing.

There will also be rubber gloves, a small selection of washing up utensils and washing up liquid near the kitchen sinks. Normally one or two spare black bin bags will be available, in the box under the sink near the bin. If you have a large amount of rubbish, please bring your own bin bags.

## **CLEANING AND RUBBISH**

### **Cleaning materials**

Some cleaning materials are left out to assist you in clearing up after your event. These can be found in the sink area or in the tall cupboard to the right of the serving hatch into the main hall.

### **Rubbish**

The hall has two domestic 'black bins' for general waste, two domestic 'blue bins' for recyclable materials.

These are located at the left side of the hall on the driveway to the village hall car park. If your function generates more rubbish than can fit into these containers, please make arrangements to recycle your own rubbish. Please do not leave it for the management committee to dispose of - as a fee may be charged for this.

## **OTHER EQUIPMENT**

### **Ladders**

A selection of ladders are located behind the stage, close to the kitchen.

These are kept locked for safety. If you would like to use them, please contact the Village Hall Management Committee (details at end of handbook) as you must receive training on their use before they can be unlocked, and you must also sign a disclaimer. This training will need to be arranged prior to your event day, to ensure that someone is available to help.

It is important that no one uses the ladders whilst on their own in the hall.

Please ensure that the ladders are relocked as soon as you have finished using them, and before your event starts. Please recheck that they are locked at the end of your hire period.

## **LICENSING RESTRICTIONS**

The hall is licensed for the supply of alcohol under strict guidelines.

Private events which do not involve the sale of alcohol do not require a licence.

Any sale of alcohol requires a separate alcohol licence, which is obtainable from the village hall committee. Please ensure that this request is made well before the event, ideally at the time of booking. There is an additional charge for the alcohol licence.

Whether the event is private or has an alcohol licence, the hirer is required to maintain good management control of the hall and alcohol.

## **DAMAGE TO HALL EQUIPMENT AND FACILITIES**

As set out in the booking terms and conditions, significant damage to the hall, its equipment or facilities will result in a charge to the hirer.

The hall undertook a full assets list early in 2020, and this is given in the appendix to the handbook.

Replacement of the equipment will be based upon the replacement costs incurred.

## CHECKLIST UPON LEAVING

Have You....

Replaced all chairs and tables to the place where you found them?	
Cleaned up after yourself and returned the hall to the condition you found it?	
Put any rubbish into the bins outside? (or taken it home)	
Reported any breakages or deficiencies? (either directly or by leaving a note in the post box in the kitchen)	
Closed all windows?	
Switched off the heating? – including the heater in the Committee room?	
Switched off all the lights and ensured all taps are off?	
Checked that everyone else has left the premises?	
Checked that all the doors are locked and secured?	
Returned the keys to the village shop? (if applicable)	

# EMERGENCIES

## In Case of Fire

As a hirer of the hall you or someone you nominate becomes the 'responsible person' in relation to fire safety during your stay in the hall.

This means that if the smoke alarms activate (or there is any suggestion of a fire) you should decide if the hall needs to be evacuated and direct everyone in the hall to follow the Emergency Action Plan which is detailed in the hall (and reproduced below). You need to take charge and ensure that either you or someone you instruct completes the tasks detailed in the Action Plan.

You are encouraged to ensure you know where all the fire exits are and how the door mechanisms operate; before your event starts.

The hall has emergency lighting which automatically illuminates if the electricity supply is interrupted. It illuminates the fire exits.

There are fire extinguishers located near to the exits from the building and if you are competent in using them you may do so, but do not put yourself at any risk.

## Emergency action plan

ASSEMBLY POINT—Grassed area at the front of the Primary School

ACTION ON DISCOVERY OF FIRE / Continuous Smoke detector activation

1. Raise the alarm by advising all occupants verbally.
2. Leave the building by the nearest fire exit.
3. From outside the building call the fire brigade.
4. Do not re-enter the building.
5. Report to the assembly area.
6. Only attempt to tackle small fires and if trained to do so, using the firefighting equipment provided.
7. Do not put yourself at risk.

## First Aid Kits

The hall has two first aid kits, both located on the right of the kitchen sink area. One is a first response First Aid kit, which can easily be taken to a casualty.

If you use any items, please ensure you let the committee know so that we can replace as needed.



Fig 4: First aid kits

A defibrillator is positioned outside the primary school (on the side closest to the road). The code for this is on the label on the first response first aid kit.

## Accident book

Please ensure every accident is recorded in the accident book which is kept at the back of this handbook.

## WHO TO CONTACT IF SOMETHING GOES WRONG?

In the event of any emergency you should in the first instance contact the relevant emergency service.

If the matter needs attention quickly contact one of the following members of the hall management committee.

Sue O'Neil	07713 622 127
Richard Mumford	0777 630 4442
Mike Fulcher	0797 0664 190
Eve Wooldridge	07711 35771

If the matter is not urgent you can leave a message:

email ([info@guilboroughvh.uk](mailto:info@guilboroughvh.uk))

text or phone 07342 382706

## APPENDIX

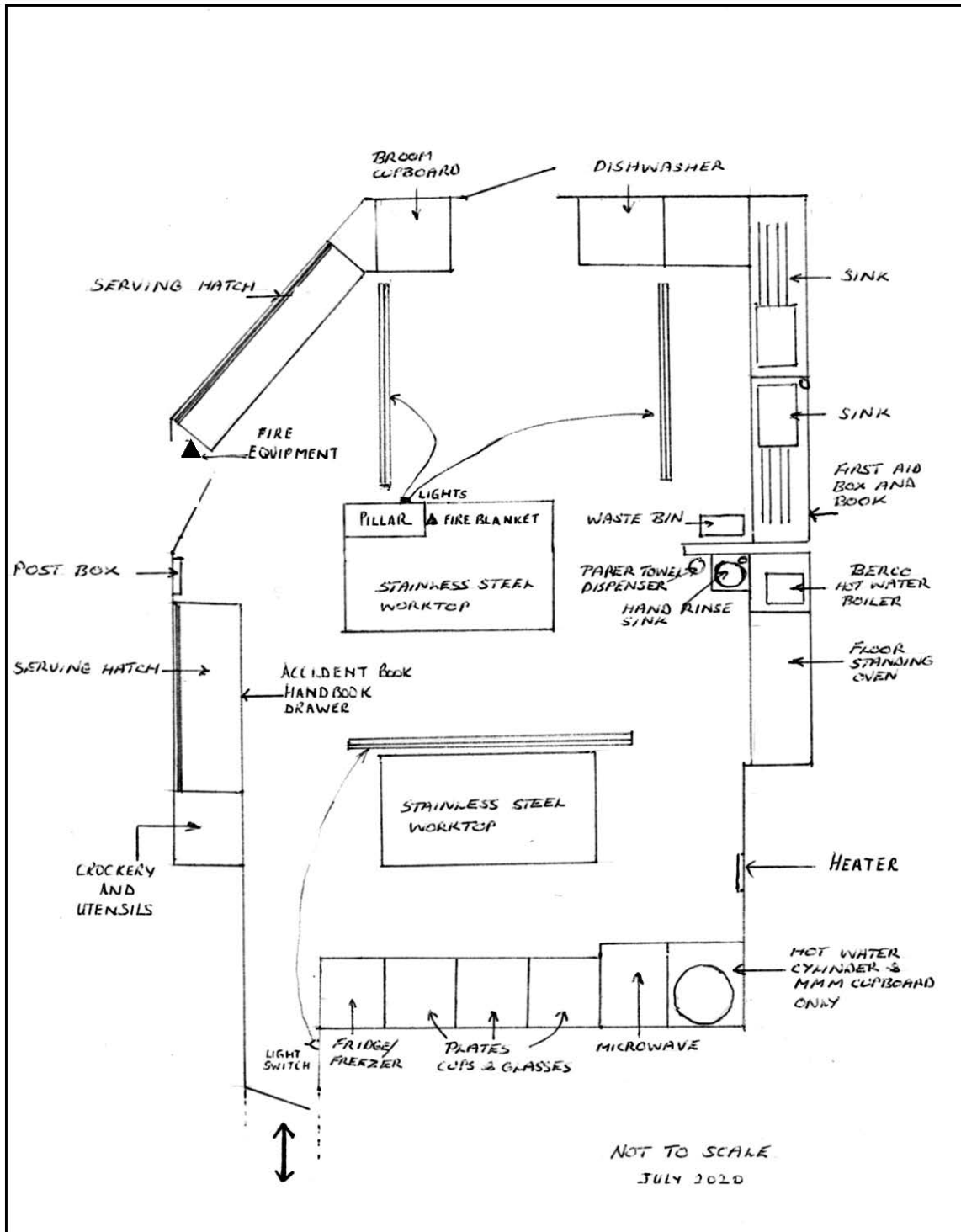
### HALL EQUIPMENT LIST

	Replacement cost of individual item (March 2020, to be indexed). £
Stage lights	4000
Stage curtain incl tracking	2000
<b>Kitchen</b>	
Cooker	1000
Dishwasher - Aquatec 2 min	2000
Burco	660
Fridge Freezer	300
Microwave	195
3 x Kettles	25
<b>Main hall and Reading Room</b>	
Curtains main hall	800
Curtains small hall	800
<b>Toilets</b>	
2 x Toilet hand driers Gorillo Junior	350
<b>Equipment</b>	
Chairs	
9 x committee chairs	75
100 x fabric chairs	22
40 x plastic stacking chairs	16
4 x chair trolleys	212
Tables	
12 x large folding tables (1800x600)	137
9 x small folding tables (900 x 660)	106
1 x committee meeting table wooden	270
1 x table (1500 x 760) formica	95
2 x small tables (550 x 550)	70
15 x wooden folding card tables	115
1 x trolley for tables 2 section, 8 tables each section	350
1 x kitchen stainless steel with 2 shelves (1200 x 800)	375
3 x storage racking	450



Ladders	
3 x step ladders aluminium	30
1 x extending ladder aluminium	125
1 x 2 step ladder	45
Heaters and covers	
11 x heaters	210
11 x electric heater cover	125
2 x Dimplex heaters	185
1 x electric fireplace	135
2 x 4 draw filing cabinets	90
Projector	500
Screen	335

## GUILSBOROUGH VILLAGE HALL KITCHEN LAYOUT



## Kitchen crockery, cutlery, glasses and utensils

98	Large dinner plates
112	Small plates
80	Small dessert dishes
86	Saucers
95	Cups
47	Mugs
2	Pottery tea pots (10 cup)
3	Glass sugar bowls
3	Square plates
5	Overall dishes
1	Decorative plate
1	Decorative dish
1	Pint tankard
8	Half pint tankard
13	Pint glasses
8	Half pint glasses
47	Tall glasses
10	Medium glasses
13	Sundae dishes (glass)
36	125 ML wineglasses
46	250 ML wineglasses
14	125 ML wineglasses (plastic)
10	Glass water jugs
88	Forks
99	Knives
104	Dessert spoons
40	Soup spoons
40	Teaspoons
11	Serving spoons
2	Large serving spoons
3	Cake slices
5	Stainless steel teapot (20 cup)
2	Metal colanders
2	Large metal cooking pots
3	Metal oven trays
3	Carving knives (3 sizes)
1	Cheese knife
4	Plastic chopping boards
1	Tray of cooking utensils
1	Coffee jug
19	Rectangular trays
1	Round tray
3	Electric kettles
1	Scissors
2	Pair of oven gloves
18	Glass table vases (for flowers)

1	Pottery water jug
4	Large glass bowls (for salads etc)
2	Large pottery dishes
3	Large oval pottery plates