

UPOTTERY VILLAGE HALL (The Manor Room)

Sandy's Lane, Upottery, Honiton, Devon EX14 9PL

INFORMATION FOR HIRERS

Opening and closing the village hall

The village hall will be opened for your hiring by **Edwin Bartlett** and the key hung on the notice board at back of hall for you to lock up. After locking up please post key in letterbox (door to left of main entrance doors).

Please ensure that 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.

Please telephone **Edwin Barlett 07814 760123** or
Marianne Sheard 07746 961892 in case of difficulty.

Guests are expected to vacate the premises within 15 minutes of a licensed period (see East Devon District Council licence agreement). After the licence period only those helping to clear up the hall should be on the premises.

Safety

The village hall has a no smoking policy. No candles other than on a birthday cake which must not be left unattended.

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. **Fire assembly point** is to the rear of the hall opposite the old tennis courts.

The location of the fire exits and fire extinguishers should be noted before the hall is occupied and the manner of opening fire doors should be made known to your guests. Plan of these on following page.

A **first aid box** is in the kitchen above the kettles together with an accident book and details of nearest hospitals.

Express permission must be sought by any hirer wishing to use ladders, other than the two-step kitchen ladder, for any reason in or around the building.

Please stack chairs in piles of eight and leave in hall (away from heaters), and stack folded-down tables on the stage or at the stage end of the hall.

Power circuits/heating/stop-cock

The hall is heated with night storage heaters whose settings should not be altered. Additional heating is provided by wall heaters using a coin meter (£1 & £2 coins) which is in the passageway outside the men's lavatory.

The **fuse board** is in passageway outside men's lavatories. The **stop-cock** is in the men's lavatory.

Telephone

The hall has no telephone, so you are advised to bring a fully charged mobile 'phone in case of emergency.

Continued

Information for Hirers continued

Car parking

The road in front of the hall is a public highway and must not be obstructed. The hall car park will accommodate a good number of cars if parked sensibly.

Consideration of others

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 our neighbours on whose good will we rely.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to. Do not fix decorations to light fittings or heaters.

Please sweep hall and leave clean and tidy and wipe table tops before stacking. Please recycle as much as possible, and put waste in bins outside or take home if there is insufficient capacity.

Faults/damage/comments

Please report any faults or damage to **Edwin Bartlett** (07814 760123) as soon as possible so that they can be rectified quickly. The management committee welcomes comments or observations that you may have about your hire of the hall.

Failure to comply with these conditions may lead to the forfeiture of your deposit if you have been asked to pay one.

December 2018