



Thank you for using Stanton Village Hall.

This pack details useful information to know before and during your hire of the Village Hall.

It contains important information about entering and leaving the Hall, cleaning the Hall, and what to do in an emergency.

We'd welcome your feedback about the hall as well as any suggestions for information that could be added to this pack to help other hirers and users.

This can be left at www.villagehallstanton.com/feedback

We do ask you to be polite and considerate when contacting or dealing with our volunteers – they keep the Hall running without receiving a single penny.

We hope you enjoy your time in the Hall.

1 FACILITIES

Main Hall:

- The Hall is 7m x 14.5m approximately.
- The hall is legally allowed to hold 200 people, or 150 seated. We'd advise a max of 100 and 60 seated for comfort.
- There are 17 6ft tables and 9 3ft tables
- The Hall has a wooden sprung dance floor.
- There is a stage to the front of the Hall.
- The Hall will accommodate a 12ft, small bouncy castle.

Kitchen:

- Kettles are available which provides boiling water.
- A hot water heater services the sink. The switch for the hot water heater is found to the left of the heater by the sink. Please be careful when operating this heater as there is a risk of burns/scalding. Please ensure that it is switched off at the end of your hire period.
- The kitchen has a sink, fridge and cooker. The fridge may need to be turned on before use and you should let us know if you require this before your hire period.
- No crockery or kitchen equipment is included within your hire. Please bring any equipment you may need.
- Please take all rubbish with you beyond one black bag when you leave including recycling. Unfortunately, with rising costs the Hall have been unable to sustain a waste contract.
- For their safety, children should always be supervised in the kitchen.
- No animals are allowed in the kitchen.

Toilets:

- Stanton Village Hall has a disabled toilet with baby change, mens and womens toilets.

Storage Room:

- This is found to the right of the stage. Here you will find tables and a Hoover.

Garden:

- We have a garden to the rear of the Hall. Please be careful of the stream that runs by the Garden particularly with children.

Car Park

- There is parking for 22 cars as well as 2 disabled spaces

Bar:

- There is no serviced bar.
- We do hold a premises license and so a provider with a personal license could host a mobile bar.

2 GENERAL INFORMATION, ENTRY AND EXIT

General hall info (capacity etc)

- All hirers must exit the Hall by 11.30pm (after which time the power automatically shuts down).
- Please ensure that you enter and leave within the duration you have booked for to prevent upsetting other users or creating car-park disruption.
- Please respect neighbours, particularly when exiting late at night.
- This hirer information should be read in conjunction with the Terms and Conditions for hire.
- **Under no circumstances should users smoke or vape in the Hall.**

Entering the Hall

Key

- Usually, a volunteer will help open and close up for you. For regular or weekend long hirers you may be provided with a keyset for the hire period.
- The larger key on the key bunch opens the Hall.
- The other two keys are for the parking barriers. The height barrier is kept locked but should an emergency services vehicle need to get in you will need to unlock this.
- Please do not enter the Hall before your hire period in case it is in use.

Alarm

- Your key bunch includes an alarm fob.
- When entering the Main Hall there is an alarm panel on the left of the door to the main hall. The alarm will start beeping just after entry.
- Swipe the fob in the left top corner of the alarm panel to disarm the alarm.
- If the alarm display asks 'do you wish to cancel' press yes.
- If someone enters the Main Hall before the alarm is disarmed it will trigger. If this happens swipe the fob on the left top corner to disarm.

On entering the hall

- Light switches are clearly labelled on the left wall as you enter the main Hall.
- Please report anything unusual that you may have spotted on entering the Hall.
- There are heating instructions next to the lighting panel. Heaters should NEVER be switched off at the Wall as they may lose their programming for other users.
- Please close the main door when you enter the Hall, this will prevent noise disturbing neighbours.
- You may want to turn on the hot water heater if using the sink. The switch is found to the left of the heater by the sink.

Exiting the Hall

Before leaving the hall

- Please ensure that the following are done before leaving the hall:

Exit Checklist	
You have taken away all rubbish including recycling and items in the fridge. One black bag can be left in our black bin (we'd suggest this is used for food and bathroom waste).	
You have closed all windows and doors	
All lights are turned off	
The floors have been swept/vacuumed	
All surfaces used have been cleaned (including tables)	
Chairs have been stacked (no more than 10 chairs per stack)	
All chairs and tables have been returned to where they were found	
All doors are locked	
Toilets have been checked and cleaned (please check windows are closed too)	
Any other equipment/furniture/fixtures moved have been returned	
The water heater, fridge and oven have been turned off	
Check that no litter has been left in the car park by your users including bottles, glasses and cigarette litter.	

Alarm

- To set the alarm on exit, swipe the alarm fob against the top left of the alarm panel. The display will welcome you and ask if you wish to arm the system. Swipe the fob once more and a countdown will begin. Please exit the building within 10 seconds.
- Should you have forgotten anything at this point, swipe the fob once more to disarm the system.

Locking the Door

- Please ensure that the door is locked.

Return of key

- Arrangements for the return of the key will have been discussed with you prior to your event. Please follow any agreed instructions regarding the return of keys.

3 CLEANING UP

Floor

- Please ensure all floors are clean upon leaving.
- A sweeping mop and brush can be found in the kitchen as well as cloths and cleaning fluids. Please use these as per their instructions.
- The main floor is made of wood and therefore shouldn't be made overly wet if mopping up as this can cause warping. Spot cleaning is advised.
- Please ensure that any standing water/fluids spilled are cleaned up as soon as possible to prevent damage.
- We wouldn't advise using confetti as it stains the floor. Make sure any confetti is removed and cleaned promptly if thrown.

Carpets

- A Hoover can be found in the storage room to the right of the stage. Please use this to Hoover the carpeted area and any other areas needed.
- Please report any spills that may require specialist cleaning at the end of your hire.

Tables

- Tables are found in the storage room to the right of the stage.
- Please handle these carefully to avoid injuries or damage.
- Any tables used should be returned at the end of the hire period.
- Please ensure that tables are wiped clean ready for the next user.
- Tables should never be stood or sat on.

Chairs

- Chairs are stacked in the Hall
- Please unstack these carefully.
- A trolley is available to safely move chairs around the Hall as needed.
- Please do not stack chairs more than 10 high.
- Please check the booth chairs and clean as necessary before leaving.

Toilets

- Please ensure that the toilets are left clean ready for the next users.

Other

- Please refrain from using confetti or glitter if you're unable to fully clean this up within your hire period.
- Please take any balloons/balloon debris away with you following your hire period. Including tape and string used to tie these.
- Where you or your guests have used the garden or smoking area outside please check for rubbish and ensure these are removed.

4 Health and Safety, and Fire

Accidents

- A first aid kit is found in the Kitchen in the bottom drawer next to the oven and is marked. Please notify the Booking Secretary of any items used from this kit so that they can be replaced as needed.
- Please note any accidents in the accident book.
- Should you require an ambulance, call 999 and ask for the ambulance service. The Hall Address is below. The height barrier will need to be unlocked to allow them entry. A key is kept in the first aid drawer.
- A defibrillator is located outside the door to the Hall, an access code will be given on ringing 999.

Fire

- On arrival, all Hall users should familiarise themselves with fire exits, extinguishers and any fire safety instructions posted in the Village Hall.
- In the event of fire, use the fire bell by the front and emergency doors to alert others to a fire.
- A fire blanket is located in the kitchen next to the door.
- Reduce fire hazard, including ensuring no smoking, candles or naked flames.
- Never block an emergency exit – this includes the front door and the double doors in the centre of the far hall wall.
- You should direct users to vacate the Hall through the nearest fire escape and assemble at the pedestrian exit of the car park (the furthest point from the building).
- Fire extinguishers are provided throughout the building including entrance and kitchen.
- All fire escapes are indicated by signs which you should familiarise yourself with.
- In the event of a fire please contact the emergency services on 999 asking for the fire service. The height barrier will need to be unlocked to allow them entry.

In the event of emergency:

**The Hall address is Woodland Road, Stanton, Derbyshire.
Postcode: DE15 9TJ.**

Nearest hospital (A&E): Burton Hospital (Queens), DE13 0RB

Unlock height barriers

The electricity trip box is in the cupboard in the gents bathroom.

At your earliest convenience, please notify the Booking Secretary on 07760175782 or other contact named in section 6.

5 Policies

- Hirers should acquaint themselves with our policies prior to hire. These are found on our website www.villagehallstanton.com . Copies are also found in the Hall Hirer Information Pack Folder.

6 Problems with the Hall

- In an emergency the following Hall volunteers can be contacted:
- Tracey Wond (Booking Secretary), Fernlea, Bridle Lane, DE15 9TQ – 07760175782
- Please respect that these contacts are volunteers and consider whether your issue can be resolved at another time (for instance, instead of late at night).