

CROPREDY VILLAGE HALL

User Guidance



This document provides guidance on the use of the hall and its facilities. For first time users, a member of the Management Committee will be happy to show you around the hall and its facilities. Throughout the remainder of this document, the term *user* is used to indicate any person using the hall; and the term *hirer* is used to indicate the person responsible for the hire, having signed the hiring agreement.

Licensed Activities

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated.

	Activity	Licensed	Permitted Times
a	The performance of plays	✓	11:00 to 23:45
b	The exhibition of films	✓	11:00 to 23:45
c	Indoor sporting events	✓	11:00 to 23:45
d	Boxing or wrestling entertainment	✗	-
e	The performance of live music	✓	11:00 to 23:45
f	The playing of recorded music	✓	11:00 to 23:45
g	The performance of dance	✓	11:00 to 23:45
h	Entertainments similar to those in e, f or g	✓	11:00 to 23:45
i	Making music	✓	11:00 to 23:45
j	Dancing	✓	11:00 to 23:45
k	Entertainment similar to those in i – j	✓	11:00 to 23:45
l	The provision of hot food/drink after 11pm	✗	-
m	The sale of alcohol	✗	-

Serving of Alcohol

The village hall is licensed for the serving of alcohol but not for the sale of alcohol. If alcohol is to be sold, an application for a Temporary Event Notice (TEN) will be required to be submitted Cherwell District Council by the hirer. Since only a limited number of TENs can be issued for the village hall each year, this will require the approval of a member of the management committee. A copy of the consent form to be submitted to the council with the application can be found in the Documents section of the Village Hall Website. The application process currently costs £21, and the application is made on-line using the Cherwell District Council website.

Entry/Exit

The hirer will either be given a key for the front door, or access will be arranged with a key-holder. It is the hirer's responsibility to ensure that the front door is locked at the end of the hire period. If required for ease of access or ventilation, the front doors can be wedged open using the two wooden wedges located just inside the doors.

Windows

Users of the hall may wish to open the windows in the main hall for ventilation. These windows are normally kept locked, but the key can be found as part of the bunch of keys at the bottom of the wall-mounted fuse-box cupboard in the kitchen, opposite the door. Please ensure that the windows are locked at the end of the hire period, and that the keys are returned to the cupboard.

Heating¹

The hall has an oil-fired heating system which operates from a thermostat located in the main hall adjacent to the bar serving hatch. The thermostat is positioned at a high level to prevent interference from children. The dial of the thermostat is labelled and when required, may be turned up as required. However, on exit the thermostat should always be turned back to the 10°C. When the heating is on, the light on the thermostat will glow amber. To prevent problems for future users, rather than controlling the radiators individually, please use the main thermostat only.

Note that the supply of hot water is not dependent upon the setting of the thermostat.

Lighting¹

Each room, including the main hall has one or more light switches. All should be switched off when leaving. Below is a summary of light switches:

- Cloakroom: Single switch located just inside the door.
- Gents Toilets: Pull cord located just inside the door on the right. This also activates the extractor fan.
- Ladies Toilets: Two switches just inside the door, each operating one of the two lights.
- Disabled Toilet: White pull cord located just inside the door on the right. This also activates the extractor fan.
- Kitchen: Single switch located on the door jamb just inside the door.
- Foyer: A bank of three labelled switches just inside the main entrance. These control the external village hall sign illumination, the foyer light (2-way with the switch in the main hall); and the outside lights.
- Bar: A rotary dimmer switch located just inside the door. Push to turn on or off, rotate to adjust brightness.
- Main Hall: A bank of 6 switches located on the left when entering the main hall from the foyer. Four of these switches control the lights in the main hall and are clearly labelled. A fifth 2-way switch controls the light in the foyer. The sixth switch is not connected.
- Stage: The stage is fitted with a series of overhead lights. Some are controlled by a double switch located behind the left-hand curtain when looking towards the stage. The remaining lights are controlled from a switch located just inside the middle room labelled "Sockets 1-4 on stage ceiling".
- Middle Room: One of the two switches just inside the corridor adjacent to the stage.
- Corridor: One of the two switches just inside the corridor adjacent to the stage.
- Rear Store: Single switch located in the middle room, beside the door to the rear store.
- External: The outside lights are mainly controlled by the switches in the foyer (see above). An outside light in the passageway alongside the hall is controlled by the switch in the middle room immediately below that switch labelled "Sockets 1-4 on stage ceiling". Note that this switch includes a green light which illuminates when the outside light is on. In addition to the switched external lights, a PIR-activated courtesy light and flood-light illuminate the entrance and car-park respectively. These are activated by the presence of people and cannot be turned off.

¹ The hire fee includes the use of heating and lighting and power, but to allow us to keep the Hire Fee as low as possible, on leaving please ensure that all lights are turned off, and the heating thermostat is returned to 10°C.

Tables

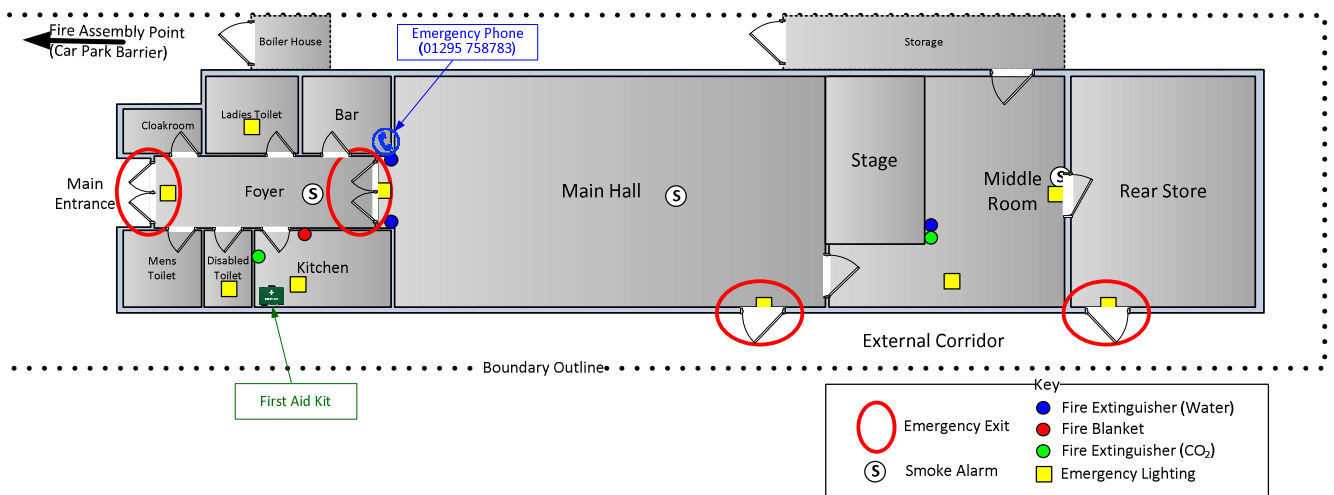
A selection of various-sized foldable tables is available in the middle room. When approaching the room through the corridor, the tables are stacked on their sides along the right-hand wall. Please clean and return any tables used to this location at the end of the hire period. Although the tables can be put up and taken down by hand, a 'Gopak' leverage tool is available if required. This should be hanging on the wall above the tables.

Chairs

Over 80 stackable chairs are stored in the middle room in four rows. Chairs are normally stacked 5 high and for safety reasons, must not be stacked more than 7-high. A sack-barrow is available to transport chairs between the middle room and the main hall. Unless agreed with the next user, please return all chairs to the middle room at the end of the hire period.

Emergency Exits

The village hall has several emergency exits as shown in the diagram below. It is important that these are all kept clear. Emergency lighting is provided in case of a power cut. Various fire extinguishers are included at the locations shown and these are of a type suitable for their location. A copy of the plan of the hall with emergency exits and fire extinguishers is also posted on the notice board in the foyer. Note that the main entrance doors must not be locked whilst people are in the hall.



Plan of Emergency Facilities

Emergency Fire Procedure

If a fire is detected, then the hall should be evacuated using all available emergency exits. A 999-call to the emergency services should be made. Unless considered safe, no attempt should be made to fight the fire.

The village hall has a series of independent smoke alarms. These operate in isolation from each other and are not directly connected to the emergency services. Following an activation, if it is considered safe, each alarm can be silenced by pressing the large button on the face of the unit.

First Aid Kit

A first aid kit is available in the kitchen, located on top of the unit housing the fridge. Please notify a member of the management committee if any items need to be replaced.

Emergency Phone

An emergency phone is located inside the Bar, adjacent to the serving hatch. The number for the phone is 01295 758783. If calling the emergency services, details of the hall's location can be found on the wall above the phone. A rechargeable torch for emergency use is located beside the phone.

Accessibility

The village hall benefits from a largely flat layout which is wheelchair-accessible in most areas. However, the building is not modern and doorways to the Bar, Cloakroom and Kitchen may be too narrow for a standard wheelchair to pass. Access from the middle room to the rear store involves one shallow step down.

A disabled toilet is available off the foyer and this is equipped with an alarm (using the red pull cord). When activated, an alarm will be sounded and a red light in the ceiling of the foyer will be illuminated. The alarm can be cancelled using the reset panel behind the door of the disabled toilet. Another reset panel can be found in the kitchen located on the wall facing the door².

The hall is equipped with a hearing loop. If use of this is required, please contact a member of the management committee

Notices

Whilst hirers are welcome to stick notices and posters to the walls, only *blu-tack* or similar should be used. All such items should be completely removed at the end of the hire period. Sticky tape and permanent fixtures must not be used without permission from the village hall management committee. Notice boards are available in the foyer.

Smoking

In accordance with UK legislation, smoking is not permitted anywhere on the premises.

Cleaning

Please leave the hall as you found it. Cleaning materials, brushes and a vacuum cleaner can be found in the large blue cupboard at the rear of the middle room.

Since the floor of the hall is a wooden laminate, it may become slippery if wet. Therefore, please clean any spills up immediately.

Baby Changing

A baby changing facility is available in the Disabled toilet.

Waste and Rubbish Disposal

The village hall uses the same bin system as the remainder of Cherwell District. The bins are located in the car park near the main entrance and should be used as follows:

- Blue bin: Recycling such as paper, card, hard plastics, but not glass
- Brown bin: Food waste for composting
- Green bin: Non-recyclable waste, but not glass

All waste glass should be removed by the hirer and disposed of at one of the Cherwell District glass recycling bins. The closest such bin is located in the car park at the Cropredy sports field.

² If you are unable to reach the reset panel, a small portable step is available and stored in the cloakroom.

Car Park Area

The village hall has a small concrete car park, sufficient for around 6 cars in front of the main entrance. Cars are parked at the owner's risk. If no car parking is required, this area can be used to provide additional outside space. A barrier can be closed to prevent parking in this area. Please ask a member of the management committee if this is required.

Kitchen Use

All the facilities of the kitchen are available to users. These include:

- A 2-ring electric hob
- A 4-ring electric hob
- A Warming Cabinet
- Two Electric Ovens
- A Tea Urn
- A Kettle
- A Microwave Oven

Before use, these must be switched on using the wall switches. The switch adjacent to the light switch controls Oven 2; the 2-ring hob; and the Warming Cabinet. The switch further along the wall controls Oven 1; and the 4-ring hob. The tea urn, kettle and microwave operate from 13A sockets on the wall opposite the door. After use, please switch off any switch you have turned on. All cooking appliances should be cleaned after use. For safety reasons, children are not allowed in the kitchen.

Saucepans and crockery and tools such as knives and ladles are available in the under-worktop units, with jugs, glasses and baskets of cutlery located in the cupboards in the bar. Chopping boards (specific to each type of food) can be found adjacent to the hobs, or on the shelf above. Please make sure that all items are cleaned before returning after use.

Note that a standard fridge is also available for use, and this should be left running at all times.

A wooden roller-shutter serving hatch can be lifted for access to the main hall. This should be closed and bolted at the end of the hire period.

Cleaning equipment for the kitchen and replacement bin-liners are stored in the cupboard under the main sink. Tea towels can be found in the drawers. After use, tea towels these should be placed in the small plastic bin in the open cupboard adjacent to the fridge.

Use of the Bar

The facilities of the bar are available to the user. These include:

- An industrial dishwasher
- A fridge
- A freezer

A laminated sheet is available providing useful instructions for operation of the dishwasher. Note that the dishwasher requires some time to warm up, but when ready can wash each load in just a few minutes.

A wooden roller-shutter serving hatch can be lifted for access to the main hall. This should be closed and bolted at the end of the hire period.

Depending on other events taking place in the village hall, the fridge and freezer may or may not be turned on. If you are using one or both of these items, please leave them on or off as you found them. Note that if the fridge or freezer are turned off, the doors should be left slightly ajar.

The cupboards in the bar contain a wide range of glasses, jugs and cutlery.

Wifi

The Village Hall has a fast broadband which covers the main hall, the foyer and the rooms adjacent to the foyer. The Wi-Fi password is displayed in the foyer on the "Official Notices" board adjacent to the door to the bar.

Audio/Visual

The Village Hall benefits from a high-quality audio-visual system allowing many types of input to be projected on to a large screen. This includes television; DVD (Blu-ray); presentation laptop as well as Bluetooth from a mobile phone. Please contact a member of the management committee to arrange access to the facilities.

A separate comprehensive set of instructions for the use of the projector, screen, microphone and sound system can be found on top of the audio-visual rack.

Leaving the Village Hall

The following is a checklist for leaving the village hall

- 1) Have all tables been returned to the middle room and cleaned if necessary?
- 2) Have all chairs been returned to the middle room and stacked no more than 7-high?
- 3) If any of the emergency exit doors have been opened for ventilation, have they been closed?
- 4) Have all windows that have been used closed and locked?
- 5) Have the bar and kitchen serving hatch shutters been closed and bolted?
- 6) Is the main hall and associated rooms as clean and tidy as at the beginning of the hire period?
- 7) Is anyone left on the premises (check all rooms)?
- 8) Have all kitchen cooking appliances been turned off?
- 9) Has the thermostat been returned to 10°C?
- 10) Have all the lights been turned off (note that the light above the main entrance is infra-red-activated and does not turn off in the presence of people)?

Further Information

If you have any queries or concerns, please contact one of the following members of the village hall management committee:

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| • Andy Baxter | 01295 750961 | baxter.ad1963@gmail.com |
| • Mike Fielding | 01295 758022 | foggy.fielding@gmail.com |
| • Janet Green | 01295 750306 | jagreen54@btinternet.com |
| • Kate Payne | 07765 548308 | katepayne@rocketmail.com |
| • Chris Prothero: | 07593 635595 | chris.prothero@yahoo.com |
| • Catherine Reed: | 07969 330094 | catherinereed1986@gmail.com |
| • Sue Snelling: | 07947 850058 | suesnelling@sky.com |
| • Peter Stables: | 01295 750015 | peterstables@btinternet.com |
| • Frances Whitaker | 01295 758448 | f.61whitaker@btinternet.com |
- For booking queries, please contact Sue Snelling.