

# Northall Village Hall

South End Lane, Northall, Nr. Dunstable, Beds. LU6 2EX

## Helpful Notes for Hirers

- \* Please read the following very carefully before you book the Hall and sign the Booking Conditions.
- \* Please take a hard copy, and then read again before you arrive at the Hall on the day of your hire  
- just to help ensure your setting-up and clearing-up go as smoothly as possible.

**WELCOME!** - To Northall Village Hall, where the Management Committee works hard, and takes a special pride, in providing one of the cleanest, most well equipped and best decorated halls available anywhere, for small functions and family parties.

We want you to enjoy your use of the hall, and above all, we want your stay to be safe, so please read the following carefully *before* you use the Hall.

### SAFETY

Please ensure that you allow sufficient time to carry out a “*Risk Assessment*” when you first arrive at the Hall. This simply involves you checking that there are no apparent hazards outside the Hall (e.g. that the shoot bolts on the gates are securely located in their sockets; no objects in the car park or on the grass which could cause an injury etc), and inside the Hall (e.g. that the fire escape routes are clear; no objects which could cause an injury, etc). If you do encounter any risks please take appropriate remedial action and record the incident in the “*Risk Assessment*” record book located in the Kitchen.

The **NO SMOKING** rule inside the Hall must be observed at all times. If any of your guests smoke outside, please ensure that they do not litter the ground with their discarded butts. The butts must be deposited in the box on the gable wall overlooking the car park.

The *Kitchen Door* and the *Storeroom Door* – are fire doors. Wedging open fire doors is illegal and dangerous. So, we have fitted a “Dorgard” to the Kitchen door. If you want to keep the door open, just depress the black lever with your foot. The Dorgard automatically releases the fire door when the smoke detector sounds. When you leave you **must** release the Dorgard manually – just place your foot *under* the black lever and lift.

The *Roller Shutter* over the serving counter is also fire rated and **must** be kept closed when the cooking appliances are in use.

The *Kitchen* is not a play area. Children must not be allowed in, unless properly supervised by an adult - for both safety and hygiene reasons.

A basic *First Aid Bag* is kept in the kitchen, on top of the wall cupboard. Do not remove this bag from the Hall.

Also kept in the kitchen is the “*Accident Report Book*”. Please complete this in the event of an accident.

Ensure that all *emergency exit doors* are kept clear *at all times*.

No hazardous cleaning materials are stored in the kitchen and none should be left there. (Such cleaning materials are available - but out of the reach of children - on the shelf in the cleaning cupboard, just inside the Gents’ toilet.)

### ARRIVING

Don’t forget to bring your own *tea towels*.

Unlock the *gates* using the padlock key provided. It is important to secure the gates in the open position (***by pushing the bolts down firmly into the sockets located in the ground***). Lock the padlock onto the gate (*a lost padlock would cost you over £60 to replace, plus the cost of new keys etc*).

*External lights* are operated automatically by an external PIR device near the main entrance door.

The *Main Entrance Door* leads directly from the car park.

When you enter the lobby, the *light switch on the left* operates the first fluorescent light in the hall. If it’s dark when you arrive, this light will enable you to cross the hall safely, to where you will find the switches for the remaining hall lights - just to the right of the double doors into the vestibule.

*Coat hooks* are located in the Storeroom, Hall, and in both of the toilet areas.

The *electric heaters* in the Main Hall are operated by inserting (***and leaving***) the small, labelled key in the key-switch box above the work surface in the kitchen (located just inside the kitchen door on the right hand side). The thermostats and fans on the heaters are set and should not need adjusting.

Please go to page 2, left-hand column.

Please go next to the top of the column on the right

If you need *hot water in the kitchen* - switch on the *Water Heater (the switch is above and to the right of the sink in the kitchen)*. For small amounts of water, please use the kettle instead, so as to save electricity.

If you need *hot water for the basins in the toilets* - switch on the separate heater for this purpose (*the switch is next to the light switch in the kitchen - on the right as you enter the kitchen*).

An electric urn, kettle, microwave oven, ceramic hob, double oven and fridge are available for all Hirers. Please leave all empty & clean.

*Switches* for the *double oven and the ceramic hob* are located on the wall to the right of the ovens, and above the ceramic hob. (*Food such as pizzas must not be placed directly on the oven wire shelves - a tray must always be used to prevent food sticking to the shelves*).

When using the ovens or the ceramic hob, the *Extractor Fan* also needs to be turned on - the *switch* is immediately below the shelf supporting the microwave oven.

*Crockery & Cutlery* - if you have paid the extra charge for these, the Bookings' Secretary will give you the special tagged key for the appropriate cupboard doors in the kitchen, under the serving hatch.

*Tables and chairs* (sufficient for 60 adults, and for 20 children up to 5/6 years of age), are held in the new Storeroom, which is located opposite the new main entrance door.

To help avoid accidents, and to prevent damage to the *tables*, they are now held in special storage trolleys, which cannot be moved as they are bolted to the wall. To remove the tables from the trolley, please slacken and unhitch the restraining strap. Take one table at a time into the Hall, **taking great care not to damage the walls, doors and architraves**.

One trolley holds 7 long tables, and the second trolley holds 2 long and 5 short tables. The third trolley holds the children's 4 tables.

Please be just as careful when moving the *chairs* from the Storeroom into the Hall.

*Decorating the Hall* – If you want to hang any banners or decorations etc, PLEASE, **do not use any form of adhesive tape, drawing pins or 'Blue Tac'** on the walls and woodwork.

We have provided plenty of white hooks around the Hall walls to enable decorations to be hung. For safety, please use the small set of aluminium steps (kept in the new Storeroom), to hang your decorations.

Before you leave, please remove (& take away), all your decorations, and return the steps to the Storeroom.

Do not allow children to place their footwear etc on the walls.

## LEAVING

Remember, it's your responsibility to leave the Hall, car park & grounds **to the satisfaction of the next Hirer**. Accordingly, you will need to at least sweep all the floors, and to mop-up where necessary, as well as clearing and taking away all rubbish etc.

Suitable *cleaning equipment (brooms, dustpans, etc.)*, can be found in the cupboard just inside the Gents' toilet). Use only water and diluted All Purpose Cleaner on the floor - bleach must not be used.

Please ensure that the *Kitchen* is left in pristine condition.

Ensure that the *Kitchen and Toilet Water Heaters* are *switched off* and the *Cooker and Extractor Fan* are *turned off at the wall*.

Turn off the *heating switch* in the kitchen and remove the key.

*Crockery & Cutlery* - if you have used these please ensure that they are all thoroughly washed, dried and stored back in the cupboards. Broken or lost pieces will be charged at £2.00 per item.

**ALL RUBBISH must** be taken away when you leave the hall (*black bin bags can be found in the cupboard under the kitchen sink*). By doing this you are helping us to keep down caretaking costs and we, in turn, are able to keep hire charges to a minimum.

*Tables* At the end of your hire, please ensure that all tables are cleaned, returned to the Storeroom and carefully re-stacked in the appropriate trolley. The restraining strap should then be re-attached and re-tightened.

*Chairs* Similarly, please ensure that all chairs are cleaned and returned to the Storeroom and placed safely in stacks of 6 chairs. Also ensure that each stack is positioned to avoid any damage to the walls and that you leave full access to the tables.

Make sure that the rear *Emergency Exit Door* (in the vestibule) is shut properly, and that the cabin hook replaced on the hook on the wall.

Check that the *toilet windows are shut*.

Make sure the Hall, car park and grounds are left *clean and tidy, and any litter taken away.*

Ensure that *all lights are switched off* - including those in the toilets!

Remember to lock the *Main Entrance Door!*

Close the gates and lock securely with the padlock.

Return all *keys* promptly to the Bookings Secretary (within 15 minutes of the end of your booked time), as the next booking could be due to start 30 minutes after the end of your booked time.

## GENERAL

Northall Village Hall is located in a residential area and we want to keep on good terms with our neighbours. Please keep noise levels down whilst in the vicinity of the hall, and in particular, when leaving the hall late at night.

Please do not use Disco ‘smoke’ machines as these will set-off the Hall smoke alarms, which cannot be turned-off.

Under the terms of our AVDC Premises Licence, *no music after midnight*, please.

Although *alcoholic beverages* can be consumed on the premises, on no account must they be offered for sale.

The flooring throughout the hall is hard wearing. However, *stiletto heels do cause damage* by making holes in the surface. We ask anybody wearing stiletto heels to tread with care.

*Electricity* is now our single biggest cost in running Northall Village Hall. We have taken all possible action to try and minimise the use of electricity - new replacement energy efficient windows; negotiating new supply contracts; additional loft insulation; low energy light bulbs; and the new extension, which has helped in retaining heat in the Hall – and asking all Hall Users not to waste electricity.

We want your use of the Hall to be comfortable and warm, but we do need your positive help to avoid wasteful use of electricity. Please do everything you can to minimise electricity usage, including the following:

### PLEASE:

- Do NOT leave the entrance door hooked open, or open, when the heaters are on.
- Do NOT leave the door from the lobby into the Hall open, when the heaters are on.
- Do NOT leave lights on unnecessarily - especially in the Toilets and in the new Storeroom.
- Do NOT switch-on the hot water unnecessarily. Use the kettle if you only need to wash-up a few items.
- Try and anticipate the Hall getting too warm if you're running physical activity classes, by turning the heating off in advance.
- Similarly, please try and anticipate the end of your session by turning the heating off in advance.
- Check that all lights are switched-off when you lock up and leave (this excludes the outside lights which are on a PIR/Timer).

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Mrs Lorna Cubbage  
Bookings Secretary  
NVHMC  
“Larums”, 39 Eaton Bray Road, Northall,  
Nr. Dunstable, Beds. LU6 2EU

Tel: 01525 220361

e-mail: [lornacubbage@larums.com](mailto:lornacubbage@larums.com)

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