



# HARBOROUGH MAGNA VILLAGE HALL

## Instructions for hall hirers

### **ENTERING THE HALL**

There is a combination pad-lock on the gate to the site. Access to the hall is by way of a key and a combination access number. Both numbers and a key will be provided by the Booking Secretary prior to the date of the booking.

### **FURNITURE**

Chairs are located in the main hall. Tables are located in the cupboard (door next to the kitchen door).

### **NOTICES ON WALLS AND CEILINGS**

No alterations, additions or fixtures must not be made to the premises. If placards, decorations or other articles are to be attached in any way to any part of the premises, a proprietary brand of fixing (such as Blu-Tack) that leaves no residue, may be used. Nothing should be used that might cause damage to the paintwork in any way. **DO NOT USE STICKY TAPE.**

### **CLEANING**

Equipment and materials are located in the kitchen. The hirer must take away all rubbish from the building and leave the premises in a similar state to which they were found. Bins are provided outside.

### **ACCIDENTS**

Accidents and breakages should be recorded in the 'Accident Book' located on the notice board in the lobby and the booking secretary should be notified.

### **LICENCES**

The premises have a music licence for live and recorded music, dance and other forms of regulated entertainment, including plays and films. Due to the close proximity of private housing there is a restriction on the volume level allowed in the building. A decibel meter will be used to check volume levels. If you are intending to sell alcohol, a temporary license will be required, this can be arranged through the bookings secretary.

## **EMERGENCY EXITS**

One is located to the right hand side of the main hall in the corner opposite the entrance door, the other is the main entrance.

## **ALARM SYSTEM**

The alarm system is deactivated by the using the access code. It must be reset on leaving the building.

**FIRE EXTINGUISHERS** - Are located adjacent to the fire door in the main hall, kitchen and lobby.

## **FIRST AID KIT**

Located in the kitchen.

## **HEATING**

The hall is heated by an automatically controlled gas boiler providing underfloor heating. The floor is kept at a constant comfortable temperature. Hirers have no reason to interfere with the heating system in any way.

## **INSTRUCTIONS**

The manuals for the use of kitchen appliances are located in kitchen drawer.

## **CAR PARKING**

On street parking only. Please ensure that all attendees know that other vehicles (including buses) must be able to pass along Main Street at all times. Cars are parked at the owners risk. The village hall does not accept any liability. for damage to cars.

**LEAVING THE PREMISES** – Ensure that all windows and external doors are closed and locked. The main entrance doors are locked and the alarm is reset. The **must** be returned to the key-holder.

**DUTY CARETAKER** - The Duty Caretaker can be contacted on the following mobile number XXXXXXXXXXXXXXXXXXXX

## **Harborough Magna Village Hall**

### **Instructions to Hirers**

**Date: July 2020**