



Shardlow Village Hall

Information for Hirers

Entering and exiting

- Keys for the side and front doors are in a key safe at the side door, the code will be provided on your booking confirmation.
- To open the safe press C, then the code, and twist the knob anticlockwise. To lock after use, twist the knob clockwise (no need to use the code).
- To lock the front hall door, push the handle up as far as it can go, hold it, and turn the key.
- Both front and side doors need to be unlocked during your event as they are fire doors.
- The key for the patio doors in the Nita Cook room are in the cupboard in the hallway (beside the light switches).
- Please ensure that any guests, 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.
- All hirers and guests are expected to vacate the premises by the end time stated on their booking.

Lighting

- Light switches for everywhere except the main hall are in the entrance hallway.
- Main hall light switches are in the hall.

Heating

- Heating in the hall is provided by storage heaters and halogen wall heaters.
- Temperature controls are set on the storage heaters, please do not touch these.
- The halogen heaters will be set for the duration of your hire period and cannot be adjusted.
- Heating in the Nita Cook Room is operated by the switch on the wall.

Kitchen

- Oven instructions are printed out.
- The hot water urn fills automatically, it takes around 30 minutes to heat up.
- Please bring your own tea towels.

Cleaning

- There is a Hoover in the big hall cupboard; a brush, shovel, and mop are available in the little cupboard beside the kitchen door.
- Please ensure the village hall is left clean and tidy and dispose of waste in the provided bins. If your rubbish exceeds the bin capacity, please take the excess home with you.

Tables and chairs

- Main Hall: tables are stored at the side of the foyer. A small number of grey chairs are stored on the stage. If you require a larger number of chairs for the main hall, they can be found in the store cupboard next to the front door.
- Nita Cook Room: 8 black square tables and a number of brown chairs are stored in the Nita Cook Room.
- Any chairs and tables moved from where they are stored must be returned before you leave.
- Please ensure all tables and chairs are clean before returning them.

Safety

- The village hall has a no smoking policy.
- 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.
- The exact location of the nearest telephone, fire exits, and fire extinguishers must be noted before the village hall is occupied and the manner of opening fire doors should be made known to your guests (a sketch plan showing these is shown at the end of this document).
- A defibrillator is located outside by the side door.
- A first aid box and accident book are located in the kitchen on top of the fridge/freezer.

Telephone

- The village hall has no telephone, so you are advised to bring a fully charged mobile telephone for use in case of emergency.

Car parking

- Cars must be parked considerately and not cause any obstruction or inconvenience to the road, neighbouring residents, or other users. The road leading to the village hall is a public road and this must not be obstructed.
- Cars must be parked in the car parking area only and must not be parked on the grassed area or playing field.
- If there are overlapping bookings, car parking may also be shared with other users. As space is limited, please park considerately and as closely together as possible. We encourage car sharing or using public transport where possible.

Consideration for others

- Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talking in the car park are disturbing to local residents.
- Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

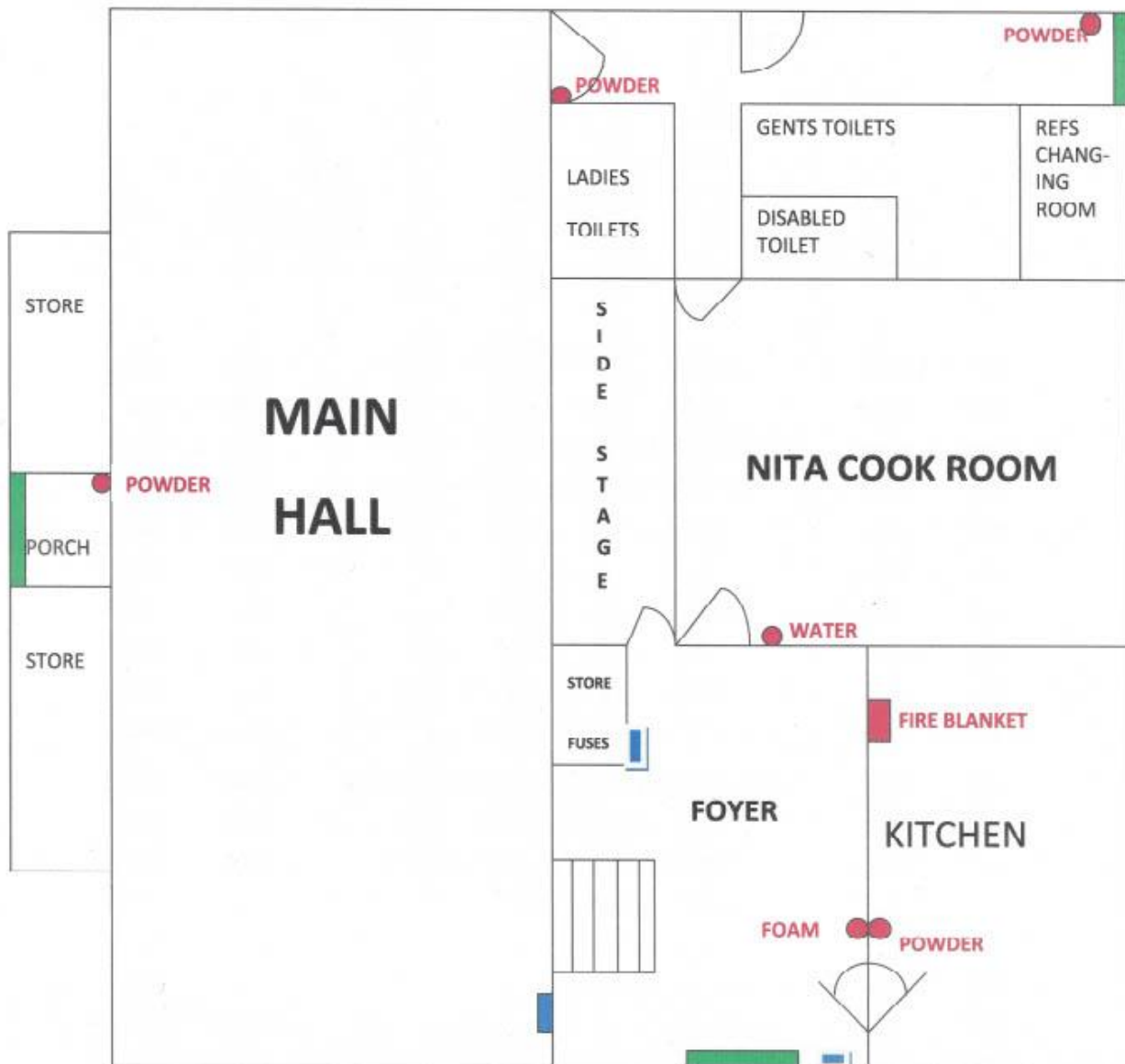
Faults/damage




- Please report any faults or damage as soon as possible so that they can be rectified quickly.

Location and use of fire equipment

SHARDLOW VILLAGE HALL

EXITS AND FIRE EXTINGUISHERS



-  EXITS
-  FIRE-FIGHTING EQUIPMENT
-  LIGHT SWITCHES