



GENERAL INSTRUCTIONS TO HIRERS

UNLOCKING

- There is a wall mounted key safe by the main entrance doors to the Hall. You will be provided with the access code shortly before your event. After locking up, place the key back inside the key safe and then scramble the numbers on the dial. Never change the code without authorisation.
- Hirers are responsible for the safety of the Hall key, including Regular Hirers issued with a key. Any loss must be reported immediately to the Chair of the SLVH Management Committee which reserves the right to charge for any replacement key or lock should the key be lost.
- Please ensure that any 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.
- In case of difficulty, please telephone Sharon Cleveley, Booking Secretary on 01983 852260.
- The Hirer should ensure that their guests are expected to vacate the premises within 15 minutes of the end of a licensed period. After 11.30pm (unless the event is on New Year's Eve) only those helping to clear up the Village Hall should be on the premises. Failure to comply with this may result in forfeiture of your deposit.

ACCESSIBILITY

On request the SLVH Management Committee can make arrangements to unlock and lock up the Hall on behalf of those Hirers with disabilities. There is a wheelchair ramp for the main entrance which can be put in place on request. The Hall also has a wheelchair, which is available for use by Hirers at no cost.

LIGHTING AND SECURITY

- If arriving after dark, it is helpful to bring a torch to help you unlatch the main gate, negotiate the sloping path and unlock the main entrance door to the Hall.
- If any hirer has difficulty in collecting the key or unlocking, please advise when booking and the Management Committee will make arrangements to assist.
- At night, the PIR security light on the corner of the Hall, and over the main entrance door, will automatically light up.
- The exterior lights leading from the gate to the main entrance doors should always be switched on for the safety of your guests. Switches are located on the right hand side as you enter the main entrance door, and on the left hand side as you enter the main Hall by the north-east entrance.
- Switch on the illuminated Fire Exit signs. The location of the switches, marked "AUX", are set out in the 'Fire and Emergency Instructions' notice which should be read in conjunction with this instruction sheet.

TABLES AND CHAIRS

These are available for your use and are stored on the stage. At the end of the Hire Period, please wipe down tables and return them to the storage trolley. Please stack chairs back on the stage, no more than 3 high.

POWER CIRCUITS / HEATING

The electric heating is controlled remotely via a smart controller. Please let the Booking Secretary know if you need the Hall to be particularly warm or cold. Do not adjust individual radiators as this will result in the village Hall being too cold or hot for subsequent users. The heating is timed to come on 1 hour before the start of your hire period, and turn off immediately after.

STAGE TECHNICAL EQUIPMENT

Prior consent must be obtained from the Booking Secretary with regard to the use of any Stage Equipment.

FAULTS/DAMAGE/COMMENTS

Please report any faults or damage to the Booking Secretary as soon as possible, so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of the village Hall.

TELEPHONE

There is no landline at the Hall. You are advised to bring a fully charged mobile phone for use in case of emergency. If your phone has Wi-Fi calling enabled you can make calls from inside the Hall. But otherwise, mobile phone reception can be poor in the area.

AT THE END OF THE HIRE SESSION / LOCKING UP

- Leave all areas clean and tidy, internally and externally, and remove all rubbish.
- Close the door to the kitchen as this is a Fire Door.
- Ensure the outside Fire Exit Doors in the meeting room and lobby are securely closed.
- Switch off all portable heaters, if applicable.
- Switch off all appliances, particularly in the kitchen.
- Open the blinds.
- If dark, press the round timer switch to illuminate the path lights down to the gate. This is located in the Main Hall, by the door nearest the main entrance. The path lights will remain on for about 5 minutes.
- Switch off all lights including the Fire Exit emergency lights (labelled AUX).
- Lock the main entrance door and return key to key safe, and scramble the numbers on the dials.
- Close the gate and secure the latch.

THE VILLAGE HALL HAS NO CARETAKER SO IT IS ESSENTIAL THAT THE PREMISES IS LEFT CLEAN AND TIDY AND ALL RUBBISH (INCLUDING GLASS BOTTLES) IS REMOVED FROM THE PREMISES AND DISPOSED OF RESPONSIBLY BY THE HIRER.

ST LAWRENCE VILLAGE HALL MANAGEMENT COMMITTEE

Registered Charity Number 201922

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