

## **Pytchley Village Hall Users Guidance Notes and Conditions of Hire**

**These notes are provided for your safety and guidance, it is essential you make yourselves aware of them, so please read them carefully.**

### **Access**

Instructions for access to the keys will be given to the hirer on booking. Please ensure the hall is left clean, secure and the keys replaced and all heating and lighting switched off on conclusion of the event.

Access will only be allowed during the period of hire unless by special arrangement.

### **Safety**

1. All exits must be kept clear and unlocked at all times.
2. For safety, comfort and to comply with legal requirements smoking is not permitted in any part of the building.
- 3 The Hirer/organiser is responsible for supervising evacuation in the event of a fire to ensure everyone is out of the building. The assembly area is in the car park. There is no telephone in the hall.

The Village Hall is located on:

Church Road  
Pytchley  
NN14 1EL

5. A basic first aid kit is to be found in the first drawer in the kitchen adjacent to the hall door.
- 6 The hirer/organiser is responsible for the safety of all electrical equipment brought into the hall for use at an event.

### **Water**

The water should be turned off at the end of the session. When arriving at the hall, therefore, it will be necessary to turn the water back on. The mains isolator tap is in the ladies toilet in the furthest cubicle low down in the right hand corner.

## **Lighting**

### **Entrance**

The light switch for the entrance hall and toilet access corridor is located in the entrance lobby. As there is limited natural light in the access corridor the entrance hall/corridor light should be switched on whenever the hall is in use.

### **Hall**

The switches for the hall lights are in the hall adjacent to the kitchen door. They are momentary (non-latching) switches. **To switch the lights ON or OFF press briefly once. To dim or brighten hold the switch down until the desired level is achieved.**

### **Kitchen**

The kitchen has two lights switched from different points. One switch is on the main switch panel just inside the kitchen door, the other is by the outside door.

A light outside the kitchen door can be switched on by the switch adjacent to that door.

### **End Store Room**

The light switch for the end store room is on the main switch panel in the kitchen.

### **Paved area**

There are floodlights to the paved areas at the side and back of the village hall. The switch to these is located in the kitchen high up above the main switches.

### **Toilets**

Switches for the disabled and ladies' toilets are located on the main switch panel in the kitchen. The gents' toilet light switch is in the opposite corner of the kitchen (together with its heating switch).

Note: The toilet extractor fans are linked to the lighting circuit and, therefore, it may be preferred to keep these lights on during hall use regardless of lighting conditions.

## **Heaters**

The main switches for all heaters are in the kitchen. It may then also be necessary to turn on the individual heaters (end store room & toilets). Please ensure they are turned off at the end of the session. The hall heaters have numbers above them and this corresponds to the numbered switches.

Note: the heater switch for the gents' toilet is with the lighting switch in the opposite corner of the kitchen from the main switch panel.

**Please ensure all lights and heaters are switched off after use. A charge may be levied for electricity used in the event of lighting or heating being left on.**

## Hall

### **Furniture**

1. All furniture should be stacked away in the end storage room accessed via the double doors. Please note that the tables are heavy and care should be taken when lifting them.

**Please ensure furniture is stacked as in the diagram on the folding doors.**

2. Chairs should be stacked 7 high to allow furniture to be stored tidily in the end store. To avoid toppling do not stack more than 9 high.

3. A wheeled trolley is provided to assist moving stacks of chairs. **Please use this trolley to reduce the risk of personal injury and to prevent damage to the floor as would occur if the chairs were dragged across the floor.**

4. Spillages etc. should be immediately wiped from the chairs to minimise the risk of staining.

5 Furniture must not be taken outside the Village Hall.

6. Linking extension panels for the tables are stored in the corridor adjacent to the gents' toilets (12 are stored here with a further 4 either on a rack in the kitchen or loose in the end store). When replacing them, please ensure they are positioned within the rail on the floor and the retaining chain connected.

When in use they locate on bars which pull out from beneath the table tops. The hall copy of this document (just inside the entrance door) contains photos showing the correct procedure.

**7. It is essential that the store room doors are kept bolted when closed to avoid the risk of them opening when leant against.**

### **Mains outlet**

Power sockets are located at the ends of the hall on the window side. Where extension leads are used particular care should be taken to avoid tripping.

### **Floor**

Please be aware that the hall floor can be slippery particularly when wet.

### **Posters & Decorations.**

Posters, decorations etc may be fixed to the walls using "*bluetac*" or similar. Please do not use adhesive tape other than on the woodwork, as this can damage the paintwork.

**Drawing pins should not be used on any surface.**

### **Noticeboards**

The noticeboard at the end of the hall is for the exclusive use of the bowls club and should not be used.

The noticeboard at the side of the hall is for events within the hall, village events and public service notices. Space is limited and commercial notices and out of village events will therefore be removed.

## **Kitchen**

- 1 All spills should be wiped up immediately from the floor to avoid slipping.
- 2 Deep fat frying is not permitted.
3. Switches for the cooker, wall heater and hot water are located in the cupboard adjacent to the cooker.

Note: The hot water takes approximately 20 minutes to achieve the required temperature (hot water to the toilets is automatic and no action is required).

4. There is sufficient crockery for normal use (up to approximately 40 people) available within the kitchen cupboard. For more formal use or larger gatherings there are also 100 white china place settings in a separate cupboard which is normally kept locked. If this is required please ask at the time of booking for this to be made available. Please report any breakages so that replacements can be arranged and please ensure the white china is returned to that cupboard.

5. A fridge is provided. Please ensure it is at the correct temperature to meet your needs. Please leave it switched ON when you leave.

## **Car parking**

1. Please ensure vehicles are not parked in the access road so as to restrict access by emergency vehicles. At the Church Road end dropped kerbs are provided for wheelchair users and prams. Please ensure vehicles do not obstruct these.
- 2 A disabled parking space is reserved adjacent to disabled access slope.
3. Where large events are planned, overflow parking is possible at the edge of the recreation ground through normally locked gates. The Chairman of the Parish Council and Village Hall Committee both have keys to this gate and under certain conditions may allow the gates to be unlocked for overflow parking. Under these conditions the hirer is responsible for vehicle movements on the recreation ground and must ensure the safety of recreation ground users in this connection.
4. Please ensure that the pedestrian gate to the recreation ground is clear of vehicles allowing easy access for parents with prams.
5. All cars are parked at their owners' risk

## General notes

1. Please put all rubbish out in the bin in the car park. There is a **grey bin for green waste (plants etc.), blue bin for recyclables (cardboard, plastic, glass and cans) and green bins for all other waste**. Following large events, organisers are requested to take all recyclable materials to the nearest recycling point (for example Tesco) as the refuse services will only empty bins and will not remove adjacent plastic sacks etc.

***Please observe this code as bins with incorrect material in will not be emptied.***

Nappies etc. should not be flushed down the toilets.

2. Please ensure a bin liner (spares in kitchen drawer by window) is always used in the kitchen waste bin and please ensure the bin is emptied at the end of the session.
3. The hall should be left in a clean condition at the end of the session, all lights, heaters and water turned off and furniture returned to the store room (stacked as per the diagram in the hall) and all windows shut and doors locked.
4. All cleaning materials and toilet rolls are stored in the cupboard just inside the end store room.
5. The side store room accessed via the kitchen (and double doors at the side of the main hall) is not available to hirers. This store is kept locked.
6. On leaving the hall please do so quietly with due regard to the adjacent residents.
7. All equipment brought in or stored at the Village Hall is done so at the owner's own risk.
8. The hirer is responsible for the safety of hall users during the period of hire.
9. For events where alcohol is sold directly or included within the ticket price a Temporary Events Licence must be applied for.

Central Administration Unit, East Northamptonshire  
House, Cedar Drive, Thrapston, Northants, NN14 4LZ  
Tel: 01832 742102

Email: [licensingunit@east-northamptonshire.gov.uk](mailto:licensingunit@east-northamptonshire.gov.uk)

Web Site: [www.northantslicensing.gov.uk](http://www.northantslicensing.gov.uk)

You can view a complete copy of the Act and  
associated guidance at [www.culture.gov.uk](http://www.culture.gov.uk)

***Thank you for your co-operation.***

***By observing these basic conditions, we hope will help you, your guests and future hall users enjoy a safe and successful event.***

***The Village Hall Committee reserve the right to levy a charge on users for damage and abnormal wear and tear, and for excess electric usage resulting from usage other than during the booked period.***