



Information Sheet for Hirers

In case of an emergency

There is a notice in the window of the porch with numbers to ring in an emergency. The people are:

Registered Key Holders – Emergency Contacts

Adrian Bennett – 07843 278480

Cherie Jones - 07985 211786

Kelly Ovenden - 07753 748323

Rob Dane – Can open the key safe remotely – 07747 117465

Hiring the Village Hall – includes all of the facilities including the kitchen. The cooker, dishwasher and the fridge are available for hirers to use – only at the time of the hire unless previous permission has been given. Crockery and cutlery may also be borrowed.

The Foyer can be hired instead of the whole hall at a cheaper rate – see fees table. The toilets and kitchen are still included.

Deposit - A £50 deposit will be taken for all hirings. This will be returned when the event is finished and the hall has been checked that it has been left in a satisfactory state – clean and nothing damaged.

Invoice – You’ll be invoiced prior to your event & we expect you to have paid this before we can release the Key safe number

Insurance - Hirers should look into getting their own insurance (e.g. Public Liability) although the hall has it’s own. Please ask for a copy if you are unsure.

Wi-fi – we now have a good wi-fi access. The name and password are **AdishamVillageHallGuest** and **VillageH4!!** Anyone can use the wifi.

Maximum Numbers - 200 persons standing and 100 people sat at tables.

Expectations of how the hall should be left - Essentially, the hall should be left in a condition ready for the next user - clean and tidy, with the floor swept and any spillages mopped up. ***The cleaning cupboard is in the Gent toilets and the key is in the cupboard above the dishwasher in the kitchen. The mop is in the kitchen by the door. Wet areas of the hall should be marked with a sign (in the cupboard or lobby).*** Please do not wash the whole floor as it takes time to dry and may make the hall unusable for subsequent users.

Tables and chairs should be put away neatly in the correct place – around the side of the hall where they were found (max stack x7). Windows and doors should be shut and lights switched off. The thermostat should be returned to 10 degrees if you have changed it and the main door locked and the key returned to the key safe.

We have two labelled push buttons in the lobby that are timed-out lights. The first is to the right of the exit by the kitchen door and lights up the porch so you can see to leave. The second is on the wall opposite the hatch and lights up the outside of the hall so you can get to the car park.

We do not have a rubbish bin – **so please take all your rubbish and recycling home.**

Finally, if there are any problems with the condition upon arrival then please take a photo and contact:

Sue Nyirenda 07777 663042 or lovellisue@gmail.com If Sue is not available please contact one of the people at the top of the page.

Key - The key is now kept in the Keysafe fixed to the left of the main door. The number will be given when the payment has been received. If there is a problem please contact one of the registered keyholders – details at the top of the sheet.

Once the keysafe is open and the key removed, **please shut the safe** – you simply have to push it closed and it will click shut, then scramble the numbers. We are finding that water getting in has messed up the system.

Padlock to the car park – The number for this will also be given upon receipt of the payment for hiring. Please make sure the gate is shut and locked when you leave.

Hiring Fees – see separate sheet Sept 23