

COLERNE VILLAGE HALL ASSOCIATION

REGISTERED CHARITY 1072699

USEFUL INFORMATION

RISK ASSESSMENT

Colerne Village Hall risk assessment can be found on the website for the Main Hall on the Main Hall Terms and Conditions tab; for the Denys Sargent Room on the Denys Sargent Room Terms and Conditions tab.

MAIN HALL DIMENSIONS

The Hall is 8.5 metres wide and 17 metres long, the lighting bar is 3.7 metres from the floor

EQUIPMENT

There are 12 square tables 750mm x 750mm available to use in the Main Hall along with 48 red chairs and 7 red armed chairs.

Extra square tables (8) are located in the Function Room along with 8 folding rectangle tables there are 5 sized 6ft x 2.5ft rectangle tables and 3 smaller tables; 2 rectangle folding tables are 6ft x 2ft 3 inches and 1 rectangle folding table is 5ft x 2.5ft..

Extra chairs are available in the Chair store, total chairs available is 144.

None of the tables and chairs must be removed from the Village Hall at any time during the hiring.

KITCHEN

On the worktops are 2 Kettles, an 8 litre Tea Urn (reset button on underneath of the urn) and a 3.4 litre Tea Pot

Unlocked cupboards in the kitchen hold all the cups and saucers, plates, mugs, small amount of tea spoons usable in any hiring.

There are 64 green tea cups and saucers, 36 white tea cups and saucers, a plastic pot of tea spoons, 75 mugs and 50 assorted Tea plates and 5 large plates. These are all in the cupboards under the hatch.

There are 144 wine glasses in the left hand side top double cupboard by the hatch and in the small cupboard next to this is a small selection of glasses.

The double cupboard under the sink houses the washing up bowls for the sink and Jay clothes. Washing up liquid and anti bacterial spray are on the worktop next to the sink. There are no Tea Towels provided so the hirer must provide their own.

If any kitchen equipment is used from any of the cupboards it must be washed and dried and returned to the cupboard. Nothing must be left unwashed.

The Refrigerator, Microwave and electric Range cooker can be used. The electric ranger cooker should be turned on by moving the switch to the on position on the wall next to the window and to the off position before leaving.

The Dishwasher cannot be used during any hiring and there are no saucepans or any cook ware available at the Hall. Everything must be brought in by the Hirer if food is being prepared or cooked.

WIFI

There is free WIFI available in the Hall, it is not password protected and is called 'village hall'.

HEATING

The two heaters in the main hall are controlled by turning the thermostat up to 15 degrees. Once the hiring is complete the hirer MUST turn these thermostats back to 5 degrees.

KEYS

The key box will only operate between hours that are booked; there is a 15 minute grace period at the end of the hiring to allow the key to be returned to the box. **At NO TIME should the key box be left open, the key removed from the Hall or the key passed onto someone else.**

CLEANING EQUIPMENT CUPBOARD

All the equipment necessary to clean the Hall can be found in the cupboard situated in the Foyer. There are dustbin liners in the cupboard under the sink. Make sure the hall is cleaned before you leave site and that all rubbish is removed from site with you. Please note that if any floors need washing there is special floor wooden cleaner for the Main Hall and the altro floor cleaner for all other floors within the Hall.

EQUIPMENT AVAILABLE ON REQUEST

ACOUSTIC

Available in the Hall is an electronic motorised projector screen, projector, hand held and lapel microphones (both use AA batteries so spares maybe needed), sound system, blu Ray players and a Blue Tooth Adapter. The Blue Tooth Adapter enables a mobile phone to be connected to play music. There are two HDMI cables available to connect a PC to the projector. If using the projector the PC must run windows and have a HDMI connection, no other type of PC will connect and there are no other connections available. If a PC is being used an extension lead will need to be brought as the power sockets are limited within the Hall.

TABLEWARE

In the white china and cutlery cupboard there are 100 white dinner plates, 100 white side plates, 100 forks, 100 knives, 100 dessert spoons and 100 teaspoons.