

Tivetshall Village Hall - Important Information for Hirers

1. Before Booking Please Note

- a. All music must cease by midnight.
- b. You must ensure that the Hall is not occupied by more than 220 people at any time (standing or close seating), or 150 people (table seating).
- c. The Hall is not licensed for the sale of alcohol. If alcohol is to be sold at the event a licence (now called a Temporary Event Notice) must be obtained. A licence is also required in some cases if alcohol will be provided. South Norfolk Council on 01508 533633 should be contacted if you are unsure if your event will need a Temporary Event Notice.
- d. Please include adequate time for preparation and clearing up in establishing the total period of hire required. Access to the Hall will only be allowed at the start time specified on the hire agreement and the premises should be vacant at or before the end time, so as not to interfere with the needs of other users. Any time outside the hire period when access may be required should be discussed with the Booking Clerk.

2. During your Booking

- a. Please read and adhere to any instructions displayed in the Hall.
- b. Report any damage to a member of the Committee as soon as possible
- c. Report all accidents involving injury to the public to a member of the Committee and complete the relevant section in the Village Hall's Accident Book, which can be found inside the First Aid box on the kitchen shelving.

3. Fire Procedures and Precautions

- a. There is a copy of the emergency procedure in the entrance hall. Please familiarise yourself with the location of the fire exits, and ensure that your guests/other users are aware of their location.
- b. No naked flames, flammable substances or materials are allowed in the Hall.
- c. Emergency exit signs must be switched on at all times.
- d. You must ensure that fire exits are not blocked or obstructed at any time both inside and outside the hall.

4. Car Parking

- a. If the car park is full, guests should park so as not to inconvenience local residents. Please ensure that the entrance to the car park is kept clear at all times Noise
- b. Please keep noise levels down outside the hall particularly during, and at the end of, evening functions.

5. Electrical

- a. Power points for the main hall are on either side of the stage.
- b. The master switch for the toilet lights is located in the entrance hall. There is a small key on the ring to operate this switch.
- c. Following that the lights in the toilets will come on automatically when the rooms are in use.
- d. Please ensure that any electrical equipment brought into the hall is in good condition and used in a safe manner. Please report any damaged or faulty Village Hall equipment to a member of the Committee. Do not attempt to use it.
- e. Flexible cables should be positioned and protected so that they do not become damaged or constitute a tripping hazard.

6. Tables and Chairs

- a. Tables are stored in the area under the stage and chairs are stacked on the stage. Please return all tables and chairs to these locations after use.

7. Central Heating and Hot Water

- a. The central heating is operated by means of the thermostat in the main hall (main hall heating) and the kitchen (kitchen, bar area, toilets and small meeting room heating). Please ensure these are returned to the 10° setting before leaving the Hall.
- b. There should always be hot water as this is heated daily.

8. Cleaning

- a. Cleaning equipment can be found in the large cupboard in the kitchen.
- b. Please ensure that the floors are vacuumed, or swept, and mopped if soiled. Please do not use excessive water on the floor in the main hall as this damages the surface. For the same reason, spills on this surface should be cleared up immediately. Ensure that the work surfaces, oven and fridge are left clean. The fridge should be unplugged and left with the door slightly ajar. The tea urn, if used, should be emptied and wiped. Used tea towels can be left in the washing-up bowl under the sink for collection.
- c. All rubbish should be removed, as the Hall does not have a refuse collection. Glass bottles can be deposited in the recycling point in the car park.

9. When you have finished

- a. Ensure that all lights and electrical appliances are switched off and that the central heating is returned to 10°. Please don't forget the master switch for the toilet area.
- b. Ensure all windows and outside doors are secured; including emergency exit doors.

10. Emergency Contact Numbers:

Bev Shibley

07983 742784

Ros Hill

07399 820030