

CUBERT VILLAGE HALL - HIRER INSTRUCTIONS

- **Emergency Precaution** - Please make a note of emergency exits and fire extinguisher locations for emergency purposes before you use the hall. Please nominate someone to be in charge of evacuating the premises in the unlikely event of fire. Fire assembly point is to the back of the rear car park on the hedge side.
- **Rubbish** – Please take **ALL** used bin liners and rubbish of any kind, with you as there is no rubbish collection at the Village Hall. Bin liners are provided for the small bins in the toilets, entrance hall and kitchen. Please use one for each bin for your event usage. Large black bin liners for big events e.g. parties, can be found under the sink in the kitchen.
- **Toilets** – Please do not put anything down the toilets other than toilet paper. Dirty nappies and wipes should be put in the waste bin provided and taken away for disposal.
- **Parking**
 - Disabled parking – 2 parking spaces at the front of the hall to the immediate left of the double entrance door and ramp.
 - Front parking spaces are for the use of Karen's Nails clients' use only.
 - All other parking – around the back of the hall through the gate on the right.
 - **DO NOT** take or park vehicles on the grass bank at the back of the hall.
- **First Aid Box** – There is a First Aid box in the kitchen along with an incident book which should be filled in and the page posted to the Secretary at The Retreat, Chynowen Lane, Cubert TR8 5HE.

Banned Equipment List

- Smoke Machines
 - Any form of vaping. Smoke detectors will detect vaping and set the alarm off
 - Silicone sprays of any kind
- **On Exiting The Premises**
 - Remove all rubbish
 - Turn off all Lights and Heating
 - Check all taps are turned off and positioned over the sinks
 - Switch off plugs in the kitchen and check that the microwave and fridge are empty and clean
 - Close all windows
 - Ensure the vertical blinds in the foyer, committee room and kitchen are pulled to and closed
 - Put away tables and chairs and lock the store room
 - Please sweep the hall floor
 - Ensure all external doors are closed and locked
 - Lock the front door, return the keys to the keysafe and scramble the numbers
 - Lock the gate chain around the post, push together and scramble the numbers
 - **Front Door – Keys & Code – Entrance and Exit** Keys are in the Key Safe outside the hall main entrance door. The code is **XXXXXX**. If this changes before your booking you will be informed. Line up the code numbers and pull the lever down to open the safe. Open the front door starting at the bottom lock and work upwards. Use **all three locks** to secure the premises and start by locking the top lock and work downwards. When you shut the key safe ensure the code numbers are lined up. Once shut, scramble the code numbers.
 - **Gate – Code – Entrance and Exit** The code for the black chain is **XXXXXX**. If this changes before your booking you will be informed. Line the numbers up from top to bottom under the white mark and press the centre button to release. Lock the chain for the gate around the post and once pushed together scramble the numbers.
 - **Coin Meter** - All electric sockets, the committee room heating and everything in the kitchen are operated through the coin meter. You will need £1 coins to feed the meter which is found in the entrance foyer in the cupboard by the front door. All heating costs for the main hall are included in the hire charge.

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- **Heating** - This is provided through the Air Source Heat Pump system in the Main Hall. The operating panel is found in the Main Hall immediately on the right as you enter through the double wooden doors – on the side of the buttress. Instructions are on the wall.

- **Tables & Chairs** – There will be 30 chairs and 5 tables in the Store Room which is situated at the bottom right-hand corner of the main hall when you enter through the double wooden doors. The key is the long one on the ring with the entrance door keys. Should you need more than this, please advise at least 7 days before your event.

- **Floor Sweeping** – Do not use a broom as these scratch the floor. A dry microfibre mop is left by the door into the store at the end of the hall. A dustpan and brush are in the kitchen under the sink.

- **Wendy House** – Situated at the bottom end of the hall on the left. The house and the toys stored in it are owned by the Toddler Group and must **NOT** be used at children's parties.

- **Hall Capacity** – The maximum number of people covered for insurance on the premises is 150.

- **Cancellation and Refund Policy**

If a cancellation is received more than 48 hours before a booking takes place a full refund of monies paid will be given.

If a cancellation is received within 48 hours of a booking taking place no refund of monies paid will be given and any monies owed for the cancelled event will be required to be paid.

Refunds of monies paid for cancellations due to **exceptional circumstances**, will be at the discretion of the Cubert Village Hall Committee.

PLEASE LEAVE THE HALL AS YOU FIND IT – MANY THANKS

This user guide is applicable from January 2023