



Information Sheet To Be Given To All Hirers

The address of the Village Hall is:-

Kingston St Mary Village Hall, Church Lane, Kingston St Mary, Taunton TA2 8HR.

Opening and Closing the Village Hall

The Village Hall keys will be available from the Bookings Secretary Mrs Lois Miles at Complins Church Lane, Kingston St Mary, TA2 8RV (telephone number 01823 451 676) and, after locking up, must be returned there immediately. When you leave, please make sure the Hall is clean and tidy and take all rubbish with you. There is no collection from the hall.

As well as a key to the front door, you will be given two additional keys that open most of the window locks. Please make sure that you check all the windows are shut and locked, and double lock the front door when you leave.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone Mrs Lois Miles on 01823 451 676 in case of difficulty. Other committee member contact details are listed in the porch to the Village Hall.

Guests are expected to vacate the premises before the end of a licensed period. After midnight, (unless the event is New Year's Eve) only those helping to clear up the Village Hall should be on the premises.

Safety

In the event of a fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The Fire Exits can be opened by pushing on the Push Bars, or using the handle in the case of the front door.

The exact location of the fire exits and fire extinguishers must be noted before the Village Hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A plan showing these is on page 3.)

Please use the trolley provided for moving chairs in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice in the storeroom.

The Village Hall's health and safety file is kept in the Information Folder. One folder is on the window sill by the front door to the Hall, another is in the Committee Room.

A first aid box is located on the window sill in the Kitchen. Another is on the window sill in the Committee Room.

Heating - Main Hall

The main heating control is located to the left of the middle heater in the Hall. The heating will turn off automatically after the time you set on the control. You can adjust the length of time the heating is on by pressing the time button. The fans in the heaters may remain on for a short time after the heating is turned off. This is a safety feature to cool down the heaters.

Each of the three heaters may be turned off independently by using the white switch above that heater. Once the Hall is warm, you may find it quieter to turn off the middle heater, and have only the two end heaters on to maintain the temperature.

When you leave the hall, please make sure that the individual heater switches are on, but the timer is OFF.

There are three ceiling vents that when open have a significant effect on cooling the main hall. The trap doors to these can be shut by releasing the three cords that are tied off on the wall opposite the windows.

**Kitchen**

Your hire of the Village Hall includes the use of all cutlery and crockery in the kitchen. Please return items clean and DRY to the cupboards where you found them. Remember to take all your rubbish with you.

The extractor fan in the kitchen is switched on by a sensor that is activated when anyone enters the kitchen. It will remain on for a few minutes after everyone has left the kitchen.

Heating - Committee Room

The heater is operated by a timer to the left of the heater. Please make sure that the timer is off when you leave.

Garden

Your hire of the Village Hall includes the use of the garden. Children must be supervised at all times in the garden, just as in the hall. You must not attempt to use items from any of the sheds. As with other areas of the Village Hall, please remove all rubbish from the garden and take it with you when you leave.

Hall Telephone

The Village Hall does not have a telephone. You are advised to bring a fully charged mobile telephone for use in case of emergency. There is very poor mobile phone reception in the centre of Kingston St Mary. Reception improves if you walk up the hill towards the Church.

Car Parking

The lane leading to the Village Hall (Church Lane) is a public road which must not be obstructed. The parking spaces outside the Village Hall are only suitable for smaller cars. They are not long enough for vans, pickup trucks, MPVs, estate cars, or other large vehicles. Owners of long vehicles similar to these, should park in the Church Car Park, or park on the road if there is room. Cars should not park next to the grass island at the bottom of the road.

Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park or on the road are disturbing to local residents.

Please do not use drawing pins, sticky tape or Blu-Tack on the walls or other surfaces. If you wish to put up decorations, please use the hooks that are already in place on the walls and ceiling. Do not fix decorations near light fittings or heaters.

Please leave the Village Hall clean and tidy and take all rubbish with you. There is no collection from the hall. In particular, we ask you to ensure table tops are wiped clean before being stacked in the storeroom. There are large brooms in the storeroom with the tables. The cleaning cupboard in the disabled toilet also has mops, buckets, a vacuum cleaner and other cleaning items that you are welcome to use.

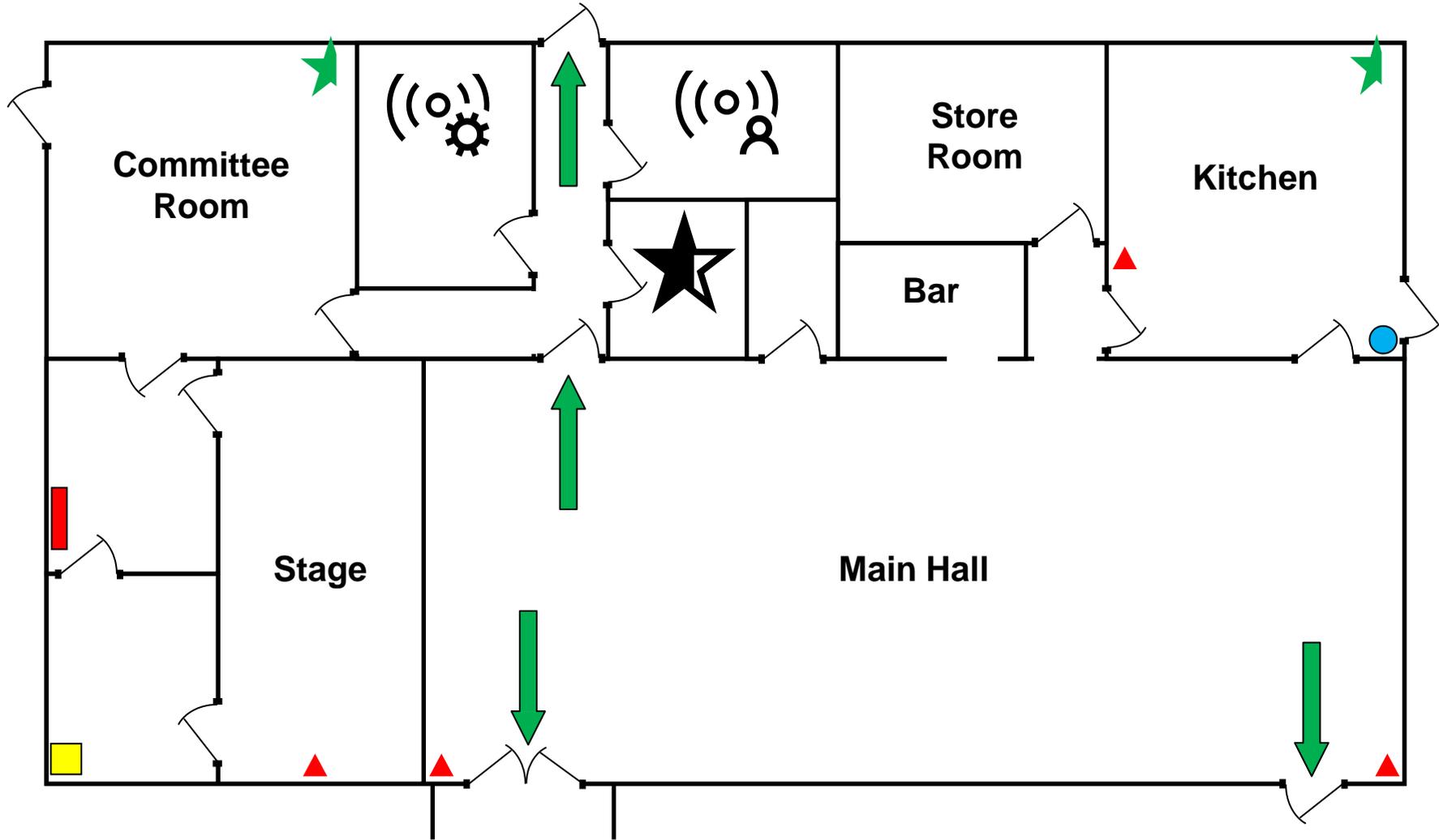
Faults / Damage / Comments

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the Village Hall.

A copy of this document and further information, is contained in the Information Folders. One copy is on the window sill by the front door and another copy is in the Committee Room.



Location of Fire Equipment for Hirers



- Electric Fuses
- Gas Meter
- Fire Extinguisher
- Fire Exit
- First Aid Box
- Water Stop Cock