

EAST AND WEST HORNDON VILLAGE HALL

Information Sheet for Hirers of the Village Halls



KEYS - If the hall is closed, the keys can be collected from Mr. Ashok Patel, Jackson's Newsagents, Thorndon Avenue, West Horndon during opening hours. .

The keys can only be obtained on the date of hire. The key holders will have received notification that you are hiring the hall.



CAR PARKING - The hall car park will accommodate a good number of cars if they are parked sensibly. The Hirer must ensure that no cars parked on the public highway are causing an obstruction.

Please ensure that you re lock the car park when you leave



NOISE - Hirers are reminded that when amplified music is used the volume must be kept to such a level as to avoid annoyance to nearby residents. The closing of all external doors, windows and curtains will help to mitigate excessive noise. Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.



SAFETY - In the event of a fire, the hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing **999**. An emergency 'phone is situated in the kitchen: a pay phone is situated in the Committee Room and another in the Lecture Room.

The exact location of the telephones, fire exits and fire extinguishers must be noted before the hall is occupied and the manner of opening fire doors should be made known to your guests. These are shown on the HALL LAYOUT attached. A list of contact numbers is situated on the entrance hall notice board. These are intended for emergency use only.

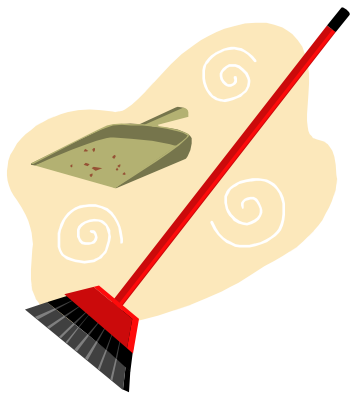


REFRESHMENTS - The Village Hall does NOT have a license for the sale of alcohol.

Alcoholic drinks may be brought on to the premises and consumed, provided that no disorderly conduct results, but **UNDER NO CIRCUMSTANCES** may alcoholic drinks be sold unless the hirer has obtained an Occasional License from the local authority. In this case, the Occasional Licensee will be responsible to the Council and the Village Hall Committee for ensuring that the regulations relating to the sale of alcoholic refreshments are strictly observed. Hirers are not permitted by law to circumvent the regulations by providing "free" alcohol and at the same time inviting a donation for any cause.

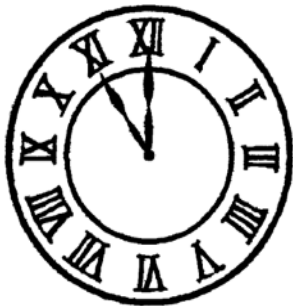


FIRST AID - A first aid kit and accident book are situated in the downstairs kitchen.



CLEANLINESS OF THE HALL AT THE END OF LETTING - Hirers are required to return or restock all equipment, chairs and furniture, in clean condition, to the position in which found. Chairs must be stacked no more than 10 high. Furniture must not be dragged across the floor. Hirers must ensure the radiator thermostats are left on setting 2. Hirers must carefully close all windows, open all curtains, switch off all extractor fans and lights (except the emergency lighting) before locking up and returning the keys.

The portions of the hall hired, kitchen, cloakroom, toilets and foyer must be swept, tidied and cleaned **BEFORE** departure; the grounds, car park and dustbin area must also be left in a tidy state. Failure to comply will result in forfeiture of the deposit.



CLOSING TIME - The hall must be vacated by 11.30 p.m.



PLEASE DO NOT FORGET TO LOCK UP AND RETURN YOUR KEYS TO THE KEYHOLDER AND ENSURE ALL FIRE DOORS ARE PROPERLY CLOSED.

When returning the keys to the Keyholder, the keys may be deposited through the letterbox of Jacksons' Newsagents, Thorndon Avenue, at the end of the hire should the shop be closed. If the keys were obtained from Mrs Sue White, the keys must be returned to them.



FEEDBACK - Any comments or observation that you may have regarding your hire should be addressed to the Village Hall Management Committee, in writing, via the Secretary, Mrs Tina Duffin 44 Dunmow Gardens, West Horndon.

WE WISH YOU A HAPPY AND SUCCESSFUL FUNCTION