

CORSTON VILLAGE HALL

USER'S GUIDE

The hall should be clean and tidy when you start your session, however:

- Please take care with the main floor and walls to prevent damage and scuffing.
- Please clean up take all your rubbish with you when you go.
- Please ensure the kitchen is clean and all surplus food is removed.
- Please ensure all windows are closed, outer doors are locked shut, and lights/electrical appliances are switched off when you leave.
- Ensure the main door is locked by lifting the handle first, then turning the key (*it sticks a little but it will work*).
- 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.

BEFORE YOUR EVENT STARTS

- Check all exit routes are not blocked.
- Check the location of all Fire Extinguishers.
- Check that no 'doubtful' looking electrical appliance have been brought into the hall. The equipment belonging to the hall has been PAT tested and has valid certification.
- Check that decoration you may suspend is safe, will not fall down, is not a fire hazard, and does not block any exit.

DURING YOUR EVENT

- Watch to ensure exits do not become blocked.
- Brief disabled people and/or their helpers on their evacuation routes (*the main and side exits, except the kitchen, have ramps*).
- Ensure any emergency vehicle has a clear access in the car park.
- Be vigilant for flame, smoke, or unusual smells.
- Ensure the number of people in the hall does not exceed 80 when seated , or 100 when standing.

HALL ENTERTAINMENT LICENCE

The Entertainment Licence is to 11.45pm only; this coincides with the end of your period of hire. After midnight only those helping to clear up should be in the Hall.

HEATING & HOT WATER

The heating is preset and should be adequate for your event, provided the doors and windows remain closed. Hot water is on demand.

EMERGENCY LIGHTING/ELECTRICAL POWER

In the event of a power failure the exit signs at each door will illuminate automatically. The Circuit Breakers, should a trip occur are located above the inner door to the main hall.

CAR PARK

The car park is lit by automatic flood lights. Please park sensibly to allow entry and exit.

WATER LEAK

In the event of a major water leak (except a heating radiator) turn off the main stop cock (location marked on the Fire Plan).

SAFETY GUIDANCE AND EMERGENCY PLAN

As the 'hirer' you are 'the responsible person' and should nominate someone else in your absence. At all times a nominated responsible person should be in charge and ready to take control of any incident.

PLEASE BE FAMILIAR WITH THE FOLLOWING INSTRUCTIONS:

FIRE

FIND - INFORM - RESTRICT - EXTINGUISH

There is no Fire Alarm System fitted so in the event of a fire

- Take command and shout 'FIRE FIRE FIRE'.
- Try to extinguish it with the correct extinguisher. They are shown on the location plan on the foyer notice board.
- Follow the evacuation plan posted on the main notice board in the foyer.
- Call the Fire Brigade on **999** and quote the location as Corston Village Hall, Near Bath, BA2 9AZ

GAS LEAK

Should a leakage of gas be detected:

- Turn off the cooker and the main gas tap located in cupboard outside double exits doors (see Fire Plan). Open the doors and windows to ventilate.
- Call a hall representative whose numbers are on the Fire Plan.

FIRST AID

There is a fully stocked First Aid box in the kitchen. If any items are used please leave a note for the caretakers to restock it.