

**WELCOME TO OUR HALL
SUMMARY USER GUIDE
LYDFORD ON FOSSE PARISH HALL**

This information sheet is a summary of a more detailed publication “Lydford on Fosse Parish Hall Users’ Guide” available on our website at <http://www.lydfordparishhall.org.uk/Full User Guide12.pdf>

Key Arrangements

Please collect and return the hall key to Anne Fleming, Mobile Home at Calliope, High Street, West Lydford, Somerton, Somerset. TA11 7DQ Tel: 01963 240435.

Other useful contacts: Chair: Sue Jameson chair@lydfordparishhall.org.uk
Secretary: Judith Bridges secretary@lydfordparishhall.org.uk

Hall Operating Hours

Bookings may be made for functions between the hours of 9.00 am and 11.00 pm on Mondays to Saturdays and Sundays by arrangement.

The hall must be cleared of people by 11.30 pm.

Capacity

The hall is licensed for up to 70 people seated theatre style, or 50 seated at tables. Please do not exceed these numbers in the interest of fire safety.

FIRE AND EMERGENCY PRECAUTIONS

Familiarise yourself with the location of fire extinguishers and fire escape doors. Notices are displayed in the hall. At no time must doors or escape routes be blocked by furniture or equipment. You are advised at the start of your hire session to inform your user/guests of the action to take in the case of fire. Make sure all doors are closed before you leave (do not leave wedged open!)

In the event of fire.

Everyone must leave the building by either the main door or emergency exits and assemble in the car park well away from the hall. Do not stop to collect belongings.

Call the fire service 999

The address of the hall is:

Lydford Parish Hall (next to St Peter’s Church), High Street, West Lydford TA11 7DH.

Grid Reference: **ST 564 319**

What3words app geo location code: **figure.calms.relations**

**Please Note: No smoking is permitted in the hall
No fireworks, candles or naked flames are allowed.**

First Aid Box This can be found in the lobby.

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ON ARRIVAL

Car Parking: All vehicles must be parked in the Church car park. Should you need to load or unload awkward or heavy items into or out of the hall, you may park temporarily on the verge on the other side of the driveway, near the church wall. Never park on the drive itself; it is a right of way for our next-door neighbour. When leaving the premises at night please leave quietly.

Lights: The main hall, stage and outside light switches are all on a panel to the left of the main door as you enter.

Heaters: In the hall, the 6 control switches for the ceiling heaters are situated on the wall to the right as you enter the hall. In the kitchen, there is a high mounted fan heater.

All heaters are linked to coin operated electricity meters, one in the hall situated in the cupboard above and to the right of the switches (£1 coins, including the new design coin) and one in the kitchen (20p coins).

Fans: Ceiling fans are installed in the hall operated from the control panel to the right as you enter the hall.

Exits: There are three exit doors, two in the hall, one in the kitchen. If running an event, please turn on the 'emergency lights' switch to illuminate the EXIT signs above the doors.

DURING HIRE PERIOD

Hot water: Hot water to the sink is controlled by the water heater in the cupboard under the sink. Please take care, this water is HOT. Boiling water can be obtained from the wall mounted boiler next to the hatch. This takes about 15 minutes to reach temperature.

Music: The hall holds a performing rights society licence which permits the use of copyright music.

First Aid: A first Aid box can be found in the lobby

Fire: Fire doors must be kept closed, EXIT signs must be illuminated during an event. Please ensure you know where the fire extinguishers are situated. In the event of a fire, evacuate the hall and assemble in the car park. Call the Fire Service, the post code is TA11 7DH. Details are posted on the main hall notice board.

ON LEAVING

Return Equipment: Please return all equipment to its original place.

Clean: Clean any mess that has occurred

Remove Rubbish: Empty all rubbish bins including bathrooms and food recycling. There are no rubbish collections from the hall.

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Switch off: Switch off all appliances, lights etc. In the **Main Hall** please ensure all switches on the switch cluster are set to the 'off' position and the heaters and fan switches are off. In the **Kitchen** switch off the Cookers, HW boiler (by hatch), window extractor fan, fan heater (switch above and to right of hatch) and HW Immersion Heater (under right hand sink). Leave refrigerator and the two tubular heaters in the toilets switched **on**. Circuit breakers for kitchen & stage lighting are next to kitchen fire exit door.

Close and Lock: Please ensure all windows and doors are closed and locked and blinds and curtains drawn. Return key to Booking Secretary.

Appliance operation manuals are available in the hall.

COMPLIANCE

Public Safety Compliance

The Hirer should be conversant with the information contained in the "Hall Health and Safety Folder" kept in the kitchen. Due to the siting of the ovens children under the age of 14 should not be allowed in the kitchen at any time. All users should be aware that the oven doors become very hot when in use, and extra care should be taken when placing food in the top of the ovens as contact with the top element could result in burns to the hands. Always use oven gloves.

Licence arrangements for the sale of alcohol

It is illegal to sell alcohol on the premises without a licence. Please consult the Booking Secretary about the necessary arrangements.

Under 18s

Parents or groups with predominantly under 18s present must be supervised by a person over the age of 21 at all times. At least one adult per 10 young persons is recommended.

Damage

Damage must be reported to the Booking Secretary immediately at the end of hire in the interests of subsequent users.

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Lydford on Fosse Parish Hall Management Committee