

# Merriott Village Hall CIO

## Information sheet to be given to all hirers

### Opening and closing the village hall

Arrangements for access to and securing the Hall after hiring will be available from **The Booking Clerk**. Access is only available for the period of hire. 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 **07970 141945** in case of difficulty or emergency.

Guests are expected to vacate the premises within fifteen minutes of 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. Failure to comply with this will result in forfeiture of your deposit.

### Safety

The trustees shall make all reasonable endeavours to ensure that the hall is maintained in a safe condition that meets the relevant legislation. In return hirers must make themselves aware of their own responsibilities and duty of care to the people that attend the event provided by the hirer.

**The hirer or a person appointed by them must as a minimum:**

- **Regularly check the notice board in the Blake Room for Health and Safety related notices which may from time to time be updated by the Trustees and having done so, ensure that all requirements set out in the notices are understood and passed on where necessary to the users of the hall.**
- **Ensure that all activities are conducted in a safe and sensible manner.**
- **Attend when notified safety related training and liaison meetings provided by the Trustees.**
- **Ensure that the layout of tables and chairs gives unimpeded access directly to fire exits with particular emphasis on provision of sufficient room for escape for wheelchair bound and other disabled users of the hall.**
- **Ensure that the hall's no smoking policy is observed at all times.**
- **Ensure that in the event of a fire, the hall is completely evacuated in an orderly manner using the appropriate exits as a priority, with the Fire Service called by dialing 999 at the earliest opportunity. No attempt to fight a fire should occur whilst users are in the hall unless it is necessary in order to allow the safe escape of a person who is trapped.**
- **Ensure that they have a fully charged mobile with them at all times in case of an emergency as the hall does not have telephone installed.**
- **Ensure that the location of fire exits and fire extinguishers is noted before the hall is occupied and the manner of opening Fire Doors should be made known to your guests. A sketch plan showing these follows.**

Please use the trolleys provided for moving chairs and tables in order to avoid injury and to prevent damage to the hall floors. Please stack chairs and tables in the storeroom in the manner shown on the notice.

The village hall's health and safety log book together with the appropriate certificates is maintained by the appropriate member of the Trustees. A first aid box is located in the kitchen.

### Power circuits/heating

The heating controls are located in the Blake Room. Please let the booking clerk know if you need the hall to be particularly warm or cool. Do not adjust individual heaters as this will result in the hall being too cold or hot for subsequent users. The heating should be turned off when you leave the premises.

### Car parking

The lane leading to the village hall is a public road and this must not be obstructed. The car park behind the hall will accommodate a good number of cars if they are parked sensibly.

Any overflow may park in the grassed overflow car park. Cars are not allowed on the hall garden or on the adjacent playing field.

### 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 are disturbing to local residents.

Please do not use drawing pins, sellotape or blu-tac on the walls or other surfaces, Do not fix decorations near light fittings or heaters. Please leave the hall clean and tidy and leave waste in the bins or take it home. In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboard.

### Faults/ damage/ comments

Please report any faults or damage to the booking clerk 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 hall. There is a book in the kitchen for this purpose.

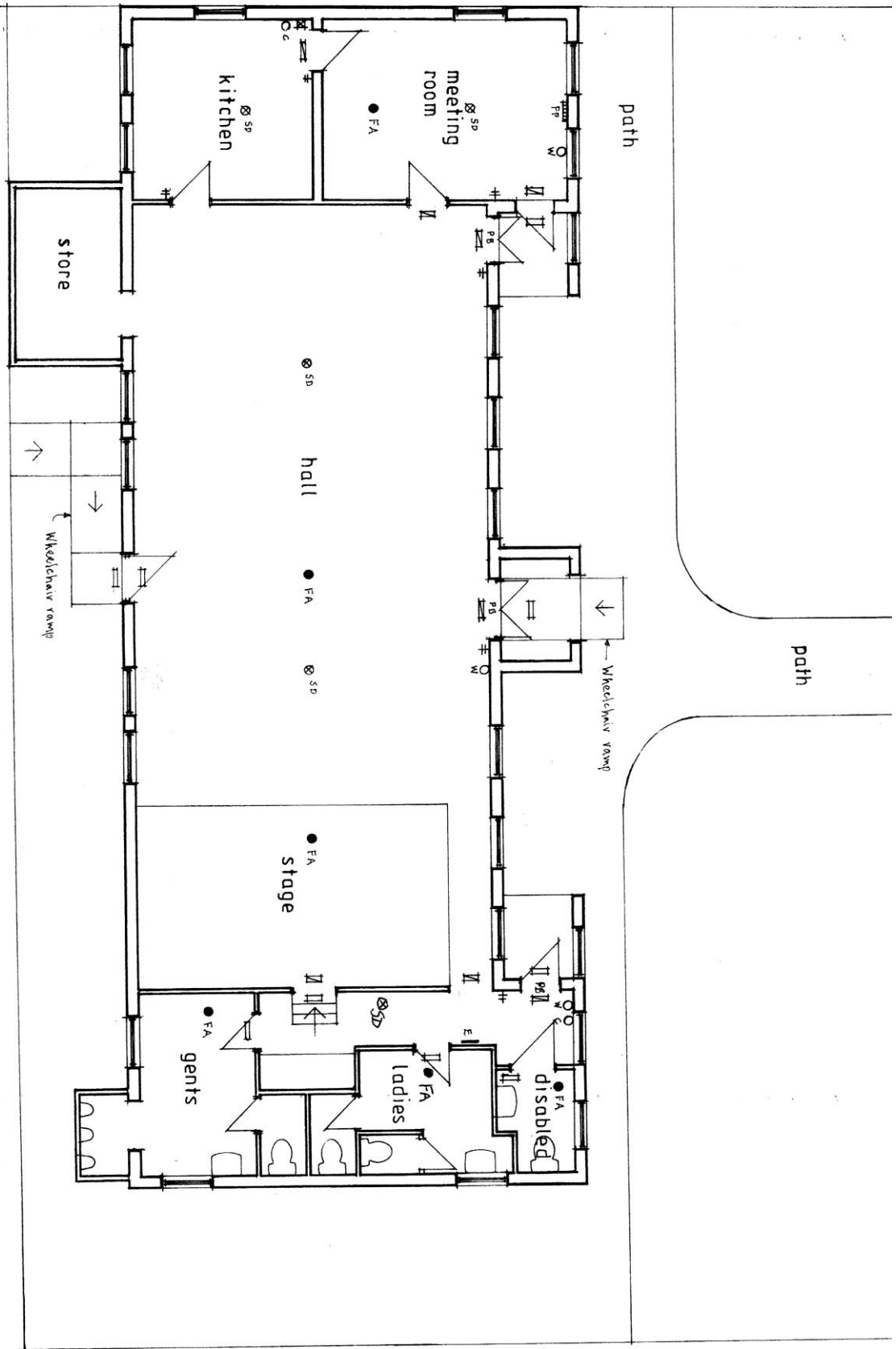
### Location and use of fire equipment for hirers

These are shown on **the following plan**.

### CCTV

**Hirers are advised that CCTV cameras are in operation in and around the hall for safety purposes and to deter criminal action including damage to property. These cameras and resultant recordings will be used in an appropriate manner which respects the privacy of the hall users and conforms to the relevant legal guidelines.**

9 October 2024



- Legend:
- Emergency lighting
  - Emergency lighting / running man sign
  - Fire extinguisher (water)
  - Fire extinguisher (Co2)
  - Fire blanket
  - Call point
  - Non-illuminated exit sign
  - Fire panel
  - Smoke detector
  - Fire alarm sounder
  - Push bars fitted to doors

MERRIOTT VILLAGE HALL  
 Broddway  
 Merriott, Somerset, TA16 5QH.  
 FLOOR PLAN