

**web: www.north-holmwood-village-hall.org.uk**

**Day of Hire Processes & Contacts**

Last Updated: 10th January 2020

**Unlocking the premises**

The premises will have been prepared in the morning before your hire to the extent that:

* The alarm system will have been de-activated
* Fire doors and external doors in the public areas will have been unbolted
* The security lock on the Old School Hall patio doors will have been removed

**Keys**

The keys you require to unlock the premises will either have been given to you in advance or will be located in the large wall safe on the back of the wall to the right of the main entrance. There will be a set of the following keys:

* Main Entrance key
* Rear Side Entrance key
* Disabled Door upper lock key
* A key to the Committee Room door (from the lobby)
  + This has to be turned in conjunction with and at the same time as the door code is punched in.
* A tag with the following door codes
  + Sculptor’s Hall door (from the main corridor)
  + Committee Room door (from the lobby)
  + Front store (for tables, chairs etc.)
* Key to the north bollard (if previously requested for deliveries to the front of the building).

The following keys are located on hooks adjacent to the door concerned:

* Committee Room kitchen external door key
* Sculptor’s Hall fire door bolt keys

**Unlocking**

Please ensure that you have unlocked the following doors (for Fire Safety)

* Main Entrance
* Rear Side Entrance
* Disabled Door (if required)
* Sculptor’s Hall Users - Fire door locks (keys located on the wall on hooks or in the locks)

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**At the Start of the Hire**

You should find the premises clean and in an appropriate state for your use. We ask you to help us keep track of the state of our premises through a Hall Log.

There is a light blue folder in the Committee Room kitchen and an Orange folder in the Sculptor’s Hall kitchen. In this folder are copies of all main hire documents, sheets to record the state of the premises as you find them at the start of your hire and accident report forms.

Hall Log Sheets

Please find the first free row (or use a new sheet from the set located a little further back in the folder) then run quick checks and comment (if required) on:

* Hall security
* Cleanliness
* Heating state
* Rubbish
* Any damage noted.

Complete the top line (Date, Time, Name); tick the boxes when the checks have been done; make any necessary notes in the space provided and initial the entry. Thanks very much.

Accident Log Sheets

In the event of any accident which involves personal injury or damage to the premises, please complete an accident log sheet.

**Tables & Chairs**

Tables and chairs are located in various parts of the building in support of the regular weekly hires.

As we let the various parts of the premises separately, it is feasible that other hirers will be using other parts of the building at the same time as you. Please ensure that you only take chairs and tables from the area designated for your area of hire or the common store and return them to their original location at the end of your hire. Thanks.

**Tables**

A number of rectangular folding tables are located in the store at the front of the building in the corridor to the gent’s toilet.

**Chairs**

Old School Hall / Committee Room - Chairs are stacked 6 high facing towards the outer wall at the rear of the Committee Room.

Sculptor’s Hall - Chairs are stacked in two piles in the Cloak room (Entrance to the Ladies’ Toilet). Please ensure that they are not in front of coat hooks, which is dangerous.

Additional Chairs are located in the store at the front of the building in the corridor to the gent’s toilet.

**Kitchen**

Your hire will include use of the kitchen associated with the hired hall.

Crockery

Crockery is available in the kitchen for use during the hire.

Cutlery

A minimal amount of cutlery is available in the kitchen for use during the hire. Additional cutlery may be supplied if requested on the booking form.

**Sharp Knives**

For reasons of safety, North Holmwood Village Hall kitchens do not have any large or sharp knives.

If you require a knife to e.g. cut a birthday cake, please bring it with you on the day of hire.

**During the Session**

There are a small number of important considerations when using the premises.

**Car Park & Parking on Spook Hill**

Please ask attendees:

* To park within the marked bays in the car park to maximise usage
* Not to park or wait on the hall side of Spook Hill in order not to cause difficulties for the emergency services – Dorking Fire & Ambulance station is located only metres away
* To park considerately on Spook Hill or Inholms Lane.

**Heating**

The Sculptor’s Hall and Old School Hall / Committee Room / The Studio are on separate hot water and heating system.

The boilers have been timed to operate during regular hire periods, which may mean that they may not be operating during the one-off hire period.

Boilers

The boilers are located in the Sculptor’s Hall and Committee Room kitchens.

There is a toggle button inside the flip down cover on the boiler. You are welcome to change this to an appropriate setting for the period of hire, but please remember to return it to ‘Timed’ at the end of the hire.

Radiators

Radiators in the Old School Hall / Committee Room are covered to protect children. Radiators in the Sculptor’s Hall and communal areas are not.

Accessible radiators are usually set to ‘4’. You are welcome to change this to an appropriate setting for the period of hire, but please remember to return it to ‘4’ at the end of the hire.

Wall Thermostat

There is a wall thermostat located in the Sculptor’s Hall and Committee Room, each of which govern the room temperature. They are usually set to 18.5 degrees. You are welcome to change this to an appropriate setting for the period of hire, but please remember to return it to 18.5 degrees at the end of the hire.

**Smoking**

No smoking (including e-cigarettes) is permitted within or in close proximity to the premises.

**Music & Noise**

Please keep the volume of music and noise to a reasonable level so as not to cause unnecessary nuisance to our neighbours, especially after 10:00pm.

**Wifi & Real-Time TV**

Wifi

North Holmwood Village Hall provides free wifi coverage throughout the premises.

The code for the wifi is **kS9gZDXX**

Real-Time TV

North Holmwood Village Hall does not have a TV licence. Please do not access real time TV via any electronic device whilst on the premises.

**Rubbish & Clearing Up**

**Rubbish**

Please remember to bring black bags to bag up and take home any rubbish. The bins at North Holmwood Village Hall are not to be used for any rubbish generated by hirers.

**Cleaning**

Please ensure that all work surfaces and tabletops have been wiped clean and floors swept before leaving the premises. We are unable to provide cleaning materials for this purpose, but there is a hoover and broom etc. in the store at the front of the building in the corridor to the gent’s toilet.

**Urn**

If you have hired and used the urn, please turn off and empty the urn prior to leaving the premises.

**Staging**

If you have used the staging, please leave this as is for NHVH staff to dismantle and put away.

**Leaving & Locking Up**

**Initial Checks**

When you are ready to leave the premises, please remember to run the following checks:

* Oven, kettles, urn, etc have been turned off and unplugged – please empty the urn.
* Taps have been turned off
* All rubbish has been removed from the premises
* All floors and surfaces are clean
* Chairs and tables have been returned to the correct locations
* Windows are shut
* Fire doors have been closed (but not bolted)
* Radiators are set to ‘4’
* Wall thermostats are set to ’18.5’
* Boilers are set to ‘Timed’.

**Locking Up**

Before locking up, please check whether there is any other hirer in another part of the premises. If there is, please inform them that you are leaving and that they are now responsible for securing the premises.

If there is nobody else in the premises, please

* Take off catch and shut the internal door(s) to the hall(s) in use
* Lock the Front Main Entrance door
* Lock the Rear Side Entrance door
* Lock the Disabled door (top lock) if used
* Unless previously instructed otherwise, please post the keys through the letter box in the front Main Entrance Door in the sealed bag provided.

**Payment & Deposit**

You will usually have been asked to pay an initial non-refundable deposit which secured your hire.

The balance to pay will in most cases have been paid in advance of the day in accordance with the Hire Agreement.

At the end of the hire, the premises should have been left in a satisfactory state. Should this not be the case, rectification costs incurred by North Holmwood Village Hall will be invoiced to the hirer.

Any additional charges of this nature will be itemised and sent to you via an invoice. Payment is then required within 14 days of the invoice date please.

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**Contacts at North Holmwood Village Hall**

We sincerely hope that your hire will be successful and trouble free, however, in the unlikely event that there is a problem the following people can be contacted:

* Halls Manager – Linda Foskett (07712 224681)
* Chairman – John Foskett (07913 466346)

Please Note: These people have full time jobs (which often include working weekends and evenings) and it may not be possible for any one of them to come and help immediately, however, they may be able to offer advice and activate backup processes on your behalf.