

## ROCK VILLAGE HALL

### Checklist of items to be explained to hirer at issue of keys

<p><b><u>OVERNIGHT ACCOMMODATION</u></b> It is not permitted to sleep overnight in the hall or caravans, camping vans, tents, etc on the car park or anywhere on the Millennium Green.</p>	√
The paved area in the car park is for disabled parking only.	√
Vehicles can be parked on the grass near to the kitchen door for unloading but must be parked on the car park during the event.	√
There is an automatic light to assist the first person arriving to the main entrance. The light switch to illuminate the whole car park is in the entrance lobby	√
In you have any problems the contact numbers for members of the committee can be found in the red <b>Emergency Contacts</b> folder in the small meeting room. There is a telephone next to the folder. This is only for emergency use.	√
In case of light failure the emergency contact numbers can be found in the red folder in the small meeting room. A torch is with the folder. <i>No combustible items can be stored in the electrics cupboard.</i>	√
The hall has a very efficient heating system and no portable heaters may be brought into the hall as these may cause hazards	√
The hatch counters in the kitchen and the bar must be kept closed when not in use as they will prevent the spread of fire. Open and close from the hall side.	√
No fireworks or any other type of pyrotechnics are allowed.	√
The decking area is very pleasant to sit out on but please only use the older round tables and the black plastic chairs outside. At the end of your event please bring them back indoors.	√
<p><b><u>FIRES/BARBEQUES/PIG ROASTS</u></b> There is a paved area to the west of the decking where these activities are allowed but please take care to avoid any stray flames etc – the whole building is wooden and very vulnerable to fire! Please put down sand, cloth or other material to avoid staining with fats and oils.</p>	√
The red or blue chairs must not be taken outside the hall.	√
If the fire alarm sounds then follow the procedure displayed and issued to you.	√

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The fire alarm is not linked to the fire station and therefore you must dial 999 to get the emergency services. A telephone can be found in the small meeting room.	✓
If you bring any portable electric appliances to use in the kitchen e.g. icemaker, electric knife. Please ensure they are in good working order and well maintained to reduce risk of fire.	✓
The kitchen is fully equipped with crockery and cutlery please ensure they are washed and returned to the cupboards. The inventory will be checked on your departure and any items broken or missing will be charged for.	✓
The provision of table cloths is not included in the hire fee.	✓
Please do not leave any waste food or other rubbish on site as we do not have a bin collection. Please bring your own black bags to remove your waste.	✓
The fridge should be left clean and empty at the end of the event. Please switch it off and leave the door open	✓
Brooms, vacuum cleaner and other cleaning equipment is located in the storeroom at the back of the bar. Please rinse out mops after use and leave outside the bar emergency exit to dry.	✓
If you discover any faults with the hall or the equipment we would appreciate it if you would report the problem by making a note in the repairs folder located with the emergency information.	✓
It is important that all windows and doors are securely locked and curtains drawn at the end of your hire	✓
There is an acoustic loop for those who use hearing aids. People should be advised to set their hearing aid to the 'T' position. The two pickup microphones are on the wall of the main hall on the kitchen side. These should show a green light. If not, the controller is in the room to the left of the stage and it should normally be left on.	✓
Items available for hire at an additional charge are: Additional cutlery £10.00 Sound System £15.00 Table Cloths £5.00 per cloth <b>Collect the cheque for hire fee.</b>	✓