

ENFORD RECREATION GROUND & VILLAGE HALL

Please leave the Hall as you would like to find it !

ARRANGEMENTS FOR ACCESS AND USING THE HALL

COLLECTION OF KEYS

Arrangements will be made to show hirers the hall, how the shutters work for security, and where all the equipment is stored. This meeting can be either in advance or on the day of booking when keys are due to be collected. Please liaise on timings with the Booking Secretary who will give you the contact details of the Committee Member who will be responsible for showing you around, checking that everything is in order and who will give you the keys for the Main Shutter, the Front Door and Windows.

OPENING AND SHUTTING THE HALL

The Main Shutter is operated manually with the designated key – anti clockwise to open and clockwise to shut.

The Front Door is unlocked with the second key. When you leave check that the bolts on the side door are firmly in position top and bottom. Raise the door handle and turn the key anti clockwise.

Shutters for both the Community and the Changing Room areas are operated by the Up and Down switches inside the Reception Area and to the left of the Main Door.

Shutters for the Community area only are operated by the Up and Down switches in the Main Hall and to the right of the entrance swing doors above the light switches.

Shutters for the Changing Room area only are operated by the Up and Down switches in the Football Corridor to the left of the Fire Exit Door.

LIGHTS

Energy saving lighting has been installed where possible using low energy bulbs and motion sensors. When you leave please check that all lights are switched off.

The toilets, corridors, disabled toilet, changing rooms and storage areas are covered by motion sensors and the lights will automatically turn off. However, the lights in the reception area, main hall, meeting room, and kitchen are operated by wall switches. There are dimmer switches for both the main hall and the meeting room.

Car park lights and outside lights for the back path are operated by switches in the entrance hall. The car park lights will stay on for ten minutes after switching off to allow everyone to reach their cars safely. Lights for the front of the building are on a motion sensor.

DECORATIONS

Please note: **There is a picture rail close to the ceiling round the Hall and Meeting Room for decorations. Please attach decorations to the rail and do not stick / fix items on the walls.**

KITCHEN

Crockery and cutlery are stored in locked cupboards and drawers – they will be made available if you wish to hire equipment. There are printed instructions on how to use the dishwasher. Washing up liquid and other cleaning materials are supplied.

NB Please bring your own tea towels and drying up cloths.

RUBBISH

Rubbish should be placed in black bags and taken away as no waste bins are available on site. **Please arrange to take all rubbish home with you. Please remove all bottles and cans from the site and take away.**

CLEANING

A cleaner is employed once a week for general work. However, please clean and tidy the rooms after use ready for the next hirer. Please leave the Hall as you would like to find it!

Cleaning materials, equipment and spare toilet rolls are held in the Cleaner's Cupboard which is kept locked when the Hall is not in use. Arrangements will be made to give you access for your booking.

PARKING

There are 32 parking spaces including 2 designated spaces for the Disabled. There are retractable bollards at the lower end of the recreation ground so that more parking can be provided for larger numbers. Please park only at the lower end nearest the road and not elsewhere on the Recreation Ground.

PREMISES LICENCE

The Hall holds a full Premises Licence from Wiltshire Council. Please note that all music must stop at midnight and activities should stop by 1.00 a.m. Please be considerate about noise and disruption for local residents and neighbours.

OTHER LICENCES

The Booking Secretary will let you know if you need to apply for an additional Temporary Event Notice (TEN) from Wiltshire Council for your event and a **copy should be supplied prior to the event.**

The Hall does not hold a Performance Rights Society (PRS) or Public Performance Licence (PPL). Event organisers are responsible for applying for a licence if applicable. Clubs and User Groups need their own PRS/PPL for their activities if they play recorded or live music.

INSURANCE

To meet Insurance requirements, after an event the Hall must be secured and locked at the latest between the hours of 1.00 a.m. and 6.30 a.m. No money, cheques or cash should be unattended at any time, nor should any monies be left on the premises overnight.

OTHER INSURANCE / PUBLIC LIABILITY INSURANCE REQUIREMENTS

Please note that Hirers are responsible for ensuring that all suppliers such as bands, discos, caterers, bars, hog roasts, bouncy castles and other entertainment all have Public Liability Insurance cover, together with the relevant H&S documentation to cover their activities. **Copies should be provided to the Booking Officer prior to the event.**

ELECTRICAL SUPPLY

Hire charges include costs of lighting & heating. Electrical connection leads for outside use must be connected to the secure outside sockets ensuring the hall's electricity supply is not compromised in the event of problems. This supply is metered and may be charged.

CONTACTS

Please do not hesitate to call or email with any queries:

Booking Secretary 01980 670501 e-mail enfordvillagehall@btinternet.com

Maintenance Officer 01980 670526

Grounds Officer 01980 670210