

**MALPAS VILLAGE HALL TRUST  
HIRERS' INFORMATION / CHECK LIST**

**KEY:**

- Hirers will be provided with a Key Code to gain access to the hall.
- A contact number will be displayed on the Village Website and in the outside Notice Board.

**DOORS:**

- The key opens the Front Entrance. *The Patio Door/St. Andrew's door must be unlocked if the room is being used then locked, from the inside, prior to leaving the premises, carefully following the locking guidance.*
- All the interior doors are Fire Doors and need to be closed on leaving the Hall.
- Please also ensure *all windows are firmly closed* before you leave the Hall.

**ACCESSIBILITY:**

- An Exterior lift operated by pointing the clicker at the lift controls. *Clicker: in electrical cupboard by the entrance.*
- An access toilet with baby changing facilities. *Only toilet paper allowed in the toilet.*
- A portable cooking hob is provided in a drawer in the kitchen.

**FIRE REGULATIONS:**

- The Fire Evacuation Procedure is displayed in the Entrance and a laminated copy is in a plastic wallet on the Entrance cupboard. The Hirer must ensure that everyone is aware of the Evacuation Procedures.
- The muster point is outside the new terraced houses on the Nursery Site next to the Village Hall.

**ACCIDENT BOOK:**

- Any personal accident, whether or not medical treatment is required, must be recorded in the "Accident Book" in the Entrance.
- Damage to the premises, fixtures and fittings must be recorded at the back of the "Accident Book"

**LIGHTS:**

- Emergency Fire Exit lights are on all the time. LED outside lights are movement/light activated. The entrance light is movement activated and will turn off automatically.
- All other internal lights are button activated and need to be turned off on leaving the Hall.
- The external step light is turned on by switches at top/bottom of the steps.

**HEATING:**

- The heating is activated for one hour at a time by pressing the heating button in the room. The blue light means heating "Off". No light means heating "On".

**HOT WATER:**

- The Hot Water wall switch in the Barton Hall needs to be TURNED ON prior to use and TURNED OFF at the end of the Hired Session. Please empty and unplug kettles before leaving the Hall.

**COOKING:**

- In the Barton Hall the Cooker Switch on the wall needs to be TURNED ON prior to use. The cooker is to be left clean and the wall switch TURNED OFF at the end the Hired Session.

**TABLES:**

- There are 11 Long Tables 1500 x 750 with folding legs are kept in the Store Room in the St. Andrew's Hall.
- There are 5 squared Bistro Tables 750 x 750 in the Barton Room set out all the time which can be stacked away and returned to their original position at the end of the hiring.

**CHAIRS:**

- There are 60 soft seated chairs stacked in St Andrew's Hall. *(Please re-stack no more than 6 high.)*
- There are 20 Upright Bistro Chairs around the tables in the Barton Hall.

**CLEANING:**

- The Hall needs be left clean and tidy for the next Hirer and food removed from the cooker and refrigerator.
- A wide broom, dust-pan/brush are in the Store Room and a vacuum cleaner is in the Barton Hall kitchen area.
- Washing up liquid and cleaning materials are under the sink in the Barton Hall.

**RUBBISH:**

- Bin liners and disposable gloves are provided in the Kitchen Area. Nappy bags are provided in the Toilet.
- All rubbish must be removed from the site at the end of a Hiring. Including the paper towels and nappies.

**PREMISES LICENCE:**

- We are licenced from 10.00-23.00 indoors only for; Performance of Plays, Exhibition of Films, Live Music, Recorded Music, Performance of Dance, as long as no one is receiving any personal remuneration. (PPL) (PRS) and Public Video Screening licences are not included in the Trust's Premises Licence.
- We are licensed for the retail sale and provision of alcohol on the premises. If alcohol is to be sold and consumed on the premises then a Named Person over 18 must receive *"authorisation in writing by the Designated Premises Supervisor, Martin Stoner (01872 274690), in accordance with the Trust's Premises License"*.