

# Covington Village Hall User's Guide : Updated August 2018

Covington Amenities Committee

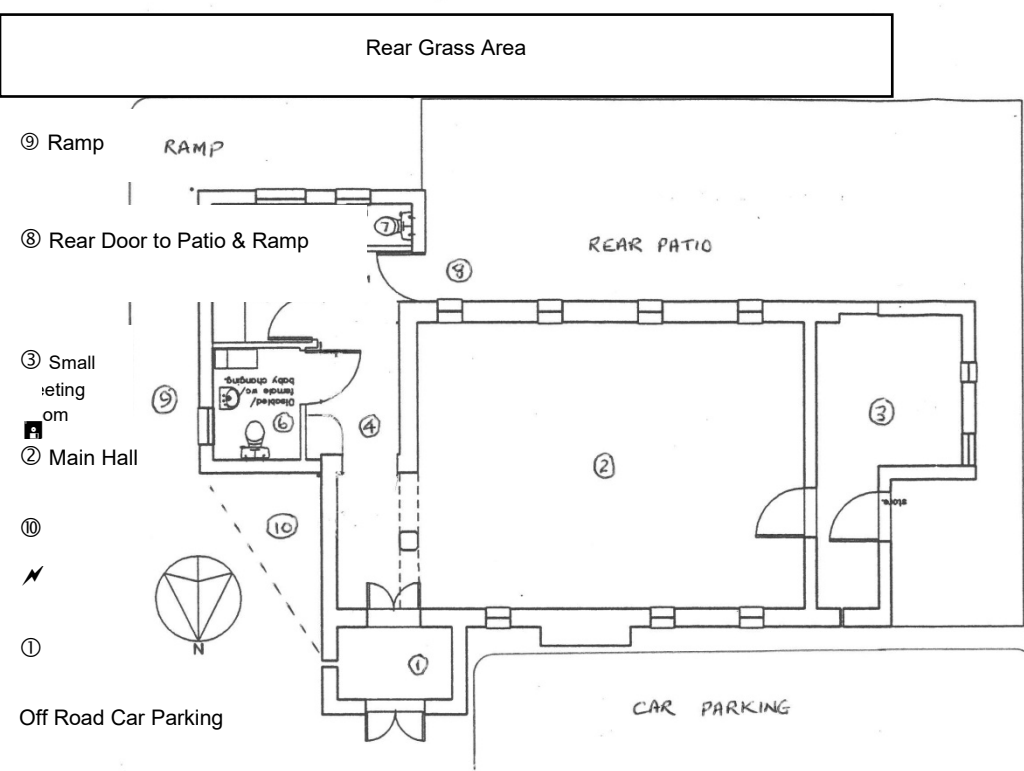
Custodianship, Events & Charity

Registered Charity 106113

## PLEASE READ BEFORE USING COVINGTON VILLAGE HALL

*We Politely request that all existing users read this updated version of the Covington Village Hall User's Guide.*

(Bookings Diary and the Key are held by Karen Luscombe 01480 861213. Second key held by Michael Brown 01480 860484 or 07739 090666]



The village hall facility is made up of a front porch with coat hooks, the main hall, a smaller meeting room and store at the far end, a rear lobby with more coat hooks and cleaning cupboard, a kitchen, ladies w.c. (also doubles as the wheel-chair accessible loo) and gents' w.c. This lobby leads to the rear door & rear patio and wheel chair access ramp.

The rubbish bins are situated to the left of the front porch. There is a small grass area for outdoor events at the rear of the hall. Please familiarise yourself with the hall facilities BEFORE your event. Car parking for approximately 6 cars is on the gravel along the

front of the hall. If you anticipate more cars, please discuss this with us. Please do not allow cars to block the driveways either side of the hall. Please note that Cross Street provides access to a busy farm. Large machinery & vehicles need access both day and night, so best keep clear!

### Setting up for your event:

- 1) Unlocking** There are two locks on the inside front doors. The lower lock can be a bit fiddly. Try pulling or pushing on the door as you lock/unlock it!
- 2) Light Switches** The hall light switches are in the porch to the right of the doors as you face them going in. There are 3 sets: the switches to the left are the hall ceiling lights. The push in & twist knobs are dimmers for the wall lights. The switches on the far right are for the porch and outside the front.
- 3) Use of Fireplace** When the weather is really cold, you might want to light a fire in the grate. If a fire is to be lit, a villager needs to be at your event. (This is a condition of the

insurance). It should not be left unattended and the fireguard must be in place. You are responsible for your own kindling and coal, which must not be left near the open fire. You only need a small fire to last for the evening.

- 4) **Wall Heaters** If you wish to switch on the wall heaters, you will find the switches for the heaters are in the small meeting room storage area, through the blue door at the end of the hall. They are next to the electric consumer panel ↗, on the right. So, once you have unbolted/gone through the far end door (mind the step down), you will find a vertical row of switches on your right as you are facing the external side door. If the heating is used before an event this time will be charged at the setting up rate. Please note that the heaters will not dramatically raise the temperature of the entire hall if it is very cold. They will only take the chill off.
- 5) **Tables & Chairs** The folding tables & chairs can also be found in this small meeting room, through the same door at the far end of the hall, down the step and to your left and right. Please lay out the chairs & tables you will need for your function.
- 6) **Temperature** Check the wall thermostat ↓ (situated at the other end of the hall, at eye level on the wall below the clock). It shouldn't need to be higher than 20 degrees. In milder winter weather you'll find 18° is fine. In summer, please use the opening windows and doors to provide adequate ventilation.
- 7) **Fire Exits** The 3 Fire Exits are (1) through the front doors of the hall, (2) through the rear lobby door - next to the gents' w.c. and (3) through the side doors and small meeting room.
- 8) **IMPORTANT!** Next, in order to satisfy Fire Regulations, unlock all of these doors (rear and outer side doors **MUST** be unlocked *during use* - keys are on a hook next to each door).
- 9) **IMPORTANT!** For evening events, you must switch on the EXIT lights above the side and rear doors. These white switches are marked red & green. Remember, your event may start in daylight but end after dark!
- 10) **Hot Water** The water heater for both the kitchen (washing up) and the hand basins in the loos is located in the kitchen, to the left of the sink. The switch is on the wall to the left of the water heater. If you will need hot water, please switch this on. Be aware that the water comes out very hot indeed, if you turn the control on the water heater up high. If there isn't sufficient toilet tissue, hand towel or liquid soap, please let us know. Spare supplies are kept in the inside cupboard in the ladies loo.
- 11) **Washing Up** Please check that there are sufficient cleaning products under the kitchen sink and in the cleaning cupboard in the lobby, *as you are responsible for cleaning up after your function.* Tea towels are provided for drying up. Thank you.
- 12) **Refrigerator** If you need to keep food/drink cold during your hire period, you might want to check the fridge. We suggest you give the insides a wipe (as we try to leave the fridge switched off and the door held open with a towel), before you turn it on at the wall. You will know the fridge has power (and should be running) if the interior light comes on when you open the door.
- 13) **Kettle & Microwave** The electric kettle and microwave have their own wall socket switches. Turn these on if you need to use them.
- 14) **Cooker** The cooker switch is the big red one on the wall, immediately above the work surface over the fridge. The operating instructions are in the drawer to the left. If you are unsure about using this cooker, please ask before hand.
- 15) **Serving Refreshments** Most crockery, cutlery and glasses that you might need are in the kitchen cupboards and drawers. Please see the inventory. Larger items are either

stored above the wall cupboards or on the shelves in the small meeting room storage area. Some items are in boxes, which are clearly marked.

- 16) **Garden Area** If you wish to use the grassed area at the rear of the hall for your event, please advise ASAP after booking. Thank you.
- 17) **Accident Book** There is an Accident Book kept in the Kitchen of the Hall. If any accidents occur during your event please record them in the accident book. This is a requirement of the insurance.

We hope you enjoy your function and like the uniqueness of our special village hall.

### **During your event:**

1. **Smoking** Smoking is not allowed ANYWHERE inside this building! The designated smoking area is on the rear external patio. **Please use the can provided for butts.**
2. **Alcohol** Alcohol may not be sold on the premises without a licence. If you are unsure about your function, please discuss with us.
3. **Noise** The function organiser is responsible for ensuring that loud music and noise do not disturb the neighbours.
4. **FIRE!**
  - a) In the event of a fire, raise the alarm (by ringing the large bell on wall repeatedly, for example) and/or shouting "Fire!"
  - b) Make sure that everyone exits the building by the nearest Fire Exit and gathers in the rear field. Do not let anyone re-enter until it is safe to do so. If in doubt, stay out!
  - c) Call 999 (or 112 from a mobile) and ask for the Fire Brigade. The location is the **Covington Village Hall in Cross Street, Covington, Cambridgeshire PE28 0RS.**
  - d) There are strategically placed fire extinguishers, so without taking undue risk, please try to extinguish the fire if it is safe to do so, using the appropriate fire extinguisher. If in doubt, close the outer doors and stay out and away from the building!
5. **First Aid** There are 3 First Aid Kits in the hall. The most comprehensive (newest) one is located in the rear lobby; one is in the small meeting room & a small kit is in the kitchen. [Any accident must be recorded in the Accident Book which is located in the kitchen.](#)
6. **Permitted Use** Please note that our lease stipulates that use of Covington Village Hall is only for Community purposes and private functions, sponsored by a villager.

### **After your event:**

- 1) **Condensation - ventilation** As this is an old solid-brick building, it should be noted that on occasions where there is a lot of hot humid air or people inside, particularly in winter, some water may run down the walls. Therefore, it would be useful if you could open all the doors, once the heating is off and your guests are leaving, to help ventilate the hall for a while after large gatherings. Thank you.
- 2) **Cars** Please ask all guests and car drivers to leave as quietly as possible. Thanks.
- 3) **Turn off wall heaters** At the end of the evening, turn the wall thermostat ↓ to the lowest setting before you switch off the heater switches next to the electric panel ↘, to prevent arcing.
- 4) **Floors** The hirer is responsible for sweeping the floor and mopping up any spills following your meeting or function. Cleaning materials & equipment are in the cupboard 🗄️ outside the ladies loo.

- 5) **Tables & Chairs** Please wipe clean any tables you have used BEFORE folding them and returning them with the chairs to the small meeting room and store. The floor in the hall should be left completely clear.
- 6) **Washing Up** The hirer is responsible for collecting up and washing up all glasses, crockery, cutlery, cooking utensils, pans, etc. and putting it away as found.
- 7) **Cooker, Ovens & Grill** Please make sure all the ovens are empty and clean, if used. Turn all appliances off at the wall.
- 8) **Empty Fridge** Please empty and clean out the fridge, if used. Check the freezer compartment. Turn off at the wall and use a tea towel to hold the door open.
- 9) **Rubbish** Please transfer all rubbish to the wheelie bins outside (left hand side of front porch). Only [Dry Recycling](#) (including empty cans and bottles) goes in the [blue bin](#). Contaminated waste and general rubbish must be put in the grey bin. (There is no green bin at the hall for garden waste or food scraps, so please recycle at home or use the grey bin). Please leave any embers or ash in the fireplace! DO NOT ATTEMPT TO TAKE THESE OUT TO THE BIN! Other than this, NO flammable substances or waste materials may be left in the hall.
- 10) **Turn off hot water heater** Be sure to switch off the water heater in the kitchen, once any washing up and cleaning has been completed.
- 11) **All Windows Shut?** Check that windows in the kitchen, loos, meeting room/store and all hall windows are properly shut and secured.
- 12) **Turn off the EXIT signs** As you turn off the exit signs, please re-lock these exit doors and hang the key back on the adjacent hook.
- 13) **Turn off lights in loos** Please flush loos and then check that no lights are left on in toilets, kitchen, back hall or small meeting room/store, as they are not controlled from the switches in the front porch, when you lock up. Are all the taps turned off?
- 14) **LOCK UP!** As you lock up, check that the shoot bolts are pushed home to secure the inner (second) door, and then use the hirer's key to lock the top and bottom locks. The lower lock can be a bit fiddly. Try pulling or pushing on the door as you lock it! Finally, double check that all lights, including those outside are switched off before you depart.
- 15) **REPORT** If there were any accidents, use of fire extinguishers, breakages or other mishaps, or things that need attention, please inform us at the earliest opportunity, preferably when you return the key and [ensure any accidents are recorded in the Accident Book](#).

**We do not have the luxury of a hall cleaner, so please may we ask you to leave our village hall as clean and tidy as you would want to find it, ready for the next event.**

*Thank you!*

Polite Notice: we reserve the right to levy additional charges if on checking the hall after a booking there is any damage, problems with cleanliness or if any electrical appliances have been left switched ON.