

## **Nayland with Wissington Village Hall and Webb's Meadow Playing Field User Instructions**

### **1 Instructions for Users of the Village Hall**

#### **1.1 Using the Hall.**

- 1.1.1 **Keys.** The key should be collected no earlier than 15 minutes before the hiring time from Mr. and Mrs. John Spooner, 99 Bear Street, Nayland Tel: 01206 262 691. The key must be returned within 15 minutes of the expiry time of the booking.
- 1.1.2 **Access.** Access to the Hall is allowed from the time the Hall is booked and not before. When booking please allow time for setting up the Hall before your activity starts.
- 1.1.3 **Departure.** The Hall must be vacated on time. Please allow time for cleaning up after your activity when booking the Hall. Frequently we have consecutive bookings and it is frustrating if the incomer cannot gain access from the time they have booked and the Hall is not in a clean state.
- 1.1.4 **Refuse.** The Hall must be left clean with all waste placed in the dustbins outside
- 1.1.5 **Hours of use.** The Hall is available for bookings between the hours of 7am and 12 midnight. The Hall should be vacated by midnight.
- 1.1.6 **Childrens Parties** These must be booked for a minimum of 3 hours to allow for adequate preparation and clearing up time.

#### **1.2 First Aid**

The First Aid box is in the shelf near the cooker, in the kitchen. Please record any incident requiring first aid in the notebook provided on the shelf. If you need medical help, the nearest doctor's surgery is located at Bear Street Nayland (tel: 01206 262202). The nearest Accident and Emergency Department is at Colchester General Hospital.

#### **1.3 Heating**

The thermostat is on the wall under the clock in the Hall. If heating is required the maximum temperature permitted is 20°C. Please remember to turn the thermostat back down to 15°C before you leave the Hall.

If you need continuous heating, the heating controls are located at the top of the stairs near the meeting room. Go through the door at the back of the hall (near the bar) to access the stairs lead up to the meeting room. The control boxes are on the wall behind the top of the stairs. Press either the button marked '1 hour boost' or 'manual override'. 1-hour boost is normally adequate. Do NOT press the buttons on the right of the box. If you have to use the manual override button please remember to cancel it when leaving the Hall.

#### **1.4 Lighting**

- 1.4.1 Lights for the main Hall are controlled by the switch box on left of the door inside the Hall.
- 1.4.2 All lights in the toilets and changing room areas are on sensors which bring the lights on automatically. They remain on while the area is occupied.
- 1.4.3 External lights are on a time-clock, timed from 4.00pm–10.30pm. This can be extended if necessary, using the time-switch located by the men's toilets.

1.4.4 On leaving the Hall, please ensure that all the lights are off.

### **1.5 Hearing Loop**

Please note that the hearing loop microphone is for stage use only. The switch for this is located with the switchboard on the left hand side of the stage (when facing the Hall). The switch on the microphone needs to be turned on. Care should be taken when undertaking this task as a step ladder is required to reach it.

### **1.6 Kitchen**

- 1.6.1 Hot water for washing up is supplied by heaters underneath the two sinks. Controls are on the wall above both sinks.
- 1.6.2 The wall-mounted heater automatically supplies scalding hot water for hot drinks. It heats up in a few minutes and must be switched off before leaving the hall.
- 1.6.3 Please switch the microwave OFF at the plug after use.
- 1.6.4 Please leave the cooker and the fridges ON at the plug after use.
- 1.6.5 Please take the time to read the instructions relating to the dishwasher located on the wall above the dishwasher and report any problems to the Booking Secretary or another Committee member (contact details are on the notice board).

## **2 Licensing**

To seek authorisation for the sale of alcohol please inform the Booking Secretary of your intention to supply alcohol when booking the Hall, using the booking form found on the Village Hall web site. Please note that providing alcoholic refreshment as part of a ticket for admission constitutes the sale of alcohol under the terms of the Licensing Act (2003).

### **2.1 Temporary Event Notices (TENs)**

You will need to apply to Babergh District Council for a Temporary Event Notice if either of the following applies:

- You are planning an event involving licensable activities which are not covered by the existing licence or which takes place on hours that are not covered by the existing licence (4.1 below).
- The Village Hall Management Committee ('VHMC') requires that you do so.

TENs application forms are held by the Booking Secretary. These must be submitted to Babergh Council and the Police early enough that you can submit a copy of the TENs papers (if they are granted) to the VHMC a minimum of four weeks before the intended event.

Please note that there can be no more than 12 events per year at the hall using Temporary Event Notices.

## **2.2 Licence details.**

### **2.2.1 Licensable activities authorised by the licence**

Supply of alcohol (both ON and OFF the premises) from 12:00 until 23:30 hours  
(Monday to Sunday)

Licensed regulated entertainment activities from 09:00 until 00:00 hours (Monday to Sunday)

Plays (indoors and outdoors)

Films (indoors)

Indoor sporting events

Live music (indoors and outdoors)

Recorded music (indoors and outdoors)

Performances of dance (indoors and outdoors)

Anything of a similar description to that of live or recorded music or dance (indoors)

Provision of facilities for making music (indoors and outdoors)

Provision of facilities for dancing (indoors and outdoors)

Provision of facilities for entertainment of a similar description to making music or dancing (indoors and outdoors)

All licensed activities are authorized to extend until 01:00 hours on New Year's Eve

The licence permits the number of occupants in the Hall as follows:

Seated at tables	150 persons
Mixed occupancy (tables and dancing)	200 persons
Dancing only	280 persons
Closely seated audience	180persons

## **2.3 Stewards and Fire Alarm System**

2.3.1 The minimum number of stewards required in attendance when members of the public are present shall be:

1) Up to 100 persons – 2 stewards

2) For each additional 50 persons or part thereof – 1 steward

Each steward shall be readily identifiable to members of the public for which purpose tabards are available in the cupboard below the counter of the entrance hall. Stewards should understand and be able to undertake the following:

- i. The action to be taken upon discovering a fire
- ii. The position of the exits
- iii. The operation of the emergency lighting and fire fighting equipment
- iv. Raising the alarm and correct method of calling the Fire Brigade
- v. Evacuation of the public in the event of an emergency

The Fire Brigade shall be called immediately to any outbreak of fire, however slight. Please also ensure that you inform a member of the VHMC of any incident when the fire brigade has been called.

Should the alarm go off by mistake, instructions on how to stop it are displayed beneath it.

2.3.2 The fire alarm control box is situated in the entrance hall and a notice shows the area of the building where the fire has started.

## **2.4 Persons with disabilities**

On those occasions when persons with disabilities are present on the premises, such special arrangements as may be necessary in the circumstances shall be made so as to enable all persons to leave the premises safely in the event of fire.

Unaccompanied persons with disabilities, who are unable to walk either aided or unaided, should normally enter and leave the premises in a wheelchair.

If a disabled person sits in a wheelchair as part of the audience, the wheelchair should be placed in a position where it will not obstruct other people in an emergency and where a ready means of exit is available. Where a disabled person leaves their wheelchair to occupy a seat, the wheelchair should be readily available, but where it will not cause an obstruction to an exit route.

## **3 Electrical Equipment**

3.1 Where any special lighting, amplification or other electrical equipment (is to be used in or as part of the entertainment then that equipment shall be connected to the mains circuiting via a residual current detecting device (RCD) and that such a device must have a rated tripping current not exceeding 30 milliamps.

3.2 RCDs must be tested before use. If the device does not switch off the supply the use of the socket outlet must be prohibited until an electrical contractor has been consulted and the defect rectified.

3.3 If the Provision and Use of Work Equipment Regulations 1998 (PUWER) applies no portable electrical equipment shall be used in the Village Hall or externally in Webb's Meadow without a current PAT test certificate.

## **4 Use of caterers**

4.1 Hirers are reminded that where caterers are supplying food the Hirer must check with the caterer that the caterer has been registered with the Local Authority for the area in which the business of the caterer is located.

## **5 Dogs**

Only disability assistance dogs are allowed in the hall.

## **6 Problems**

To seek assistance about using the hall or to report a problem please telephone one of the VHMC whose contact details are listed on a notice board in the lobby of the Hall. Please do not contact the key-holder.

5/10/2018