

All You Need to Know about Using BECKLEY VILLAGE CENTRE

As a user of Beckley Village Centre, the responsibility for a safe event lies with you, the hirer, and for supervision of the premises during the hiring. You must make good or pay for all damage to the premises or to the contents. You may only use those areas of the premises described in the hiring agreement and equipment provided therewith. You must ensure that activities for children, young people and vulnerable adults are only provided by fit and proper person in accordance with legislation.

Before your hiring

Consider if licenses for your activity are required (see Terms & Conditions)

Arrival

- The Village Centre is located on Main Street, Beckley postcode TN31 6RL
- **The Key** The key is located in a **key safe** to the left of the Main Door – you will be informed of the code when you have completed your booking
- **Car Park.** Park carefully and avoid double parking as others may also be using the premises and need to leave at a different time. **Access for fire appliances and ambulances** must be possible at all times.
- Leave **yellow hatched area** clear for loading/unloading.
- There are no dedicated **disabled car spaces**. If hirers expect a disabled guest a space can be coned off and a wheelchair is available in the disabled toilet.

Opening the Centre

- Do not assume previous users left the Centre in good order.
- Check fire doors are closed – Fire-fighting equipment is in place and unobstructed – exit signs are illuminated – exit doors unobstructed and there are not obvious fire hazards in or near the building.
- Fire doors must not be wedged open
- Fire exit routes and doors must be free of obstruction
- Check exit signs are illuminated and there are no fire hazards
- Procedures in the event of fire are displayed by the front door. Have a plan in place for an emergency evacuation especially for the disabled.

Access & Set Up

- A wheel chair can be found in the disabled toilet if required
- **Lights** Please be aware of the cost of electricity and use only essential lighting
- **Heating is** controlled by thermostats located as follows
 - Foyer & toilets – by main entrance door
 - Main Hall, kitchen & rear of stage – right of Main Hall entrance door
 - Small Hall, Guide HQ – near Guide door in Small Hall
 - Committee Room & upstairs – left of Committee Room entranceNormal setting between 17° and 20°C.
Allow 30 minutes for a room to fully warm up.
At certain times of the year the heating is turned off. Please contact us if this needs to be overridden
- **Warnings** 1. temperature setting above the above limits can cause the heating to cut out completely.
2. If doors to outside and windows are open heating must be turned off to avoid excess charges.
- **Wifi** passcode is displayed in each hall.
- **Chairs & Tables** are kept in the storerooms. Please return them all to the storeroom in which you found them. **Please do not drag chairs.** It marks the floors. For safety carry two at a time or use the chair trolley. **Stack no more than 10 high.**
- **Capacity** Maximum permitted room capacities are:
 - **Main Hall** 140 in rows
 - 120 with **stage extended**

**Small Hall 40
Committee Room 20**

- **Stage Extension** If you require the stage extension, please advise us and we will put you in touch with the appropriate person. You will be expected to provide the manpower for setting out and removing the extension.
- **Display** Do not use Blu-tac or similar on the walls
- **Do not obstruct Fire Exits**

Noise

- Others may be using the building and noise does carry between the two halls
- Noise emitted from the Centre will cause disturbance to residents of the local neighbourhood.
- Music and dancing are not permitted under the Centre's licence on Sundays and Christmas Day.

Kitchen

- Please be aware that if there are different hirers in each hall the kitchen may be a shared space
- Use of the kitchen is restricted to preparation and service of food and drink.
- Rangemaster gas/electric cooker, microwave, commercial dishwasher and fridge/freezer are available. If not familiar with equipment please ask for guidance
- When the oven is in use the extractor fan must be turned on
- No children are allowed in the kitchen
- Drawers contain: Crockery – cups, saucers, side plates, dessert plates, dinner plates, pudding bowls. If requiring more than 40 of any of the above please check in advance.
- **Drawers** contain: Cutlery - knives, forks, spoons, teaspoons. Again, check quantity if expecting large numbers.
- Cupboards contain other teapots and other equipment
- Avoid fat frying and keep combustible materials e.g. tea towels away from the gas cooker.
- You must in preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations

Committee Room

A supply of cups and saucers can be found under the sink. Kettle and teapot provided.

Nappy Changing facilities are provided in the Ladies Toilet.

Cleaning equipment

Brushes and dustpan for your use are kept in the cupboard under the stairs. For extra equipment contact BVH.

First Aid boxes are at the front door and in the kitchen. Please remember to fill in the Accident Book which is kept with the Front Door box.

Telephone is in the cupboard on the wall in the foyer. An honesty box is beside the phone.

Electrical & other equipment

You must ensure that any electrical appliances brought into the premises are safe, in good working order, (PAT tested) and used in a safe manner in accordance with the Electricity at Work Regulations 1989. We accept no responsibility for any stored equipment or other property brought into or left at the premises. The use of extension leads where one extension is plugged into another is not permitted.

No Smoke machines are permitted on the premises. Also no naked flames e.g. candles

Bouncy Castles are permitted subject to an additional charge and you follow the requirements of our insurers in respect of the equipment. You must ensure it is supervised by a responsible adult and that its use is restricted to one age group at a time ie. Age 2 to 5; 6 to 12 or over 12.

Smoking The Centre is a no smoking area throughout. The smoking of e-cigarettes is also not permitted.

No Animals are allowed on the premises other than assistance dogs.

Fire Alarm

If alarm rings the person in charge must:

Evacuate the premises to the meeting point in the car park

Call the fire brigade - give address Beckley Village Centre, Main Street, Beckley TN31 6RL

Check everyone out of the building

Only attempt to re-enter the building provided it is safe to do so

On arrival of Fire Brigade report that all persons are safe or their last known position

If you have checked that the cause of the alarm ringing has been dealt with, the alarm can be turned off at the main entrance door. The key can be found behind the door to the cupboard under the stairs. If this fails summon assistance.

Only attempt to use the fire extinguishers if it is safe to do so.

First Aid Box

The box is located in the foyer. There is a book provided in which any incident must be recorded. Any failure of or damage to equipment must also be reported. Serious occurrences should be reported to the Trustees.

Insurance

IT is recommended that hirers carry out a Risk Assessment and arrange their own personal liability insurance if necessary beyond the limits of cover provided by the Village Hall Trust's public liability insurance policy e.g. when using bouncy castles or other equipment not the property of the Trust.

Furniture and equipment may not be removed from the building (even to the car park) without our permission. Please ask to be trained to use the Centre's equipment if you are uncertain.

End of Hiring

- Evening events must close at 22.45 on weekdays and 23.45 on Saturdays with the car park being vacated within 30 minutes thereof.
- You are responsible for leaving the premises promptly, in a clean and tidy condition. An additional charge will be made to cover the cost of extra cleaning or damage to equipment/premises.
- Please sweep rather than wash floors
- **All refuse must be removed at the end of the hiring.**
- All furniture must be returned to the same location in the same storeroom it came from
- Turn off all appliances, turn down heating, return all furniture to its usual position
Check there are no other hirers in the building that might require the key
- Check for any sign of burning
- All doors and windows are closed and unrestricted, lights are turned off,
- Leave nothing behind and that includes checking the refrigerator.
- Lock up securely and return the key to the keysafe
- Outside Lights These lights are all automatic. They are on a time switch that will turn off after you leave

Any queries, please contact: bookingBVH@outlook.com

Beckley Village Hall
Charity no: 305168

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