

South Wraxall Village Hall



User Guide

May 2018

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1. GENERAL BACKGROUND

Welcome to South Wraxall Village Hall

Our Village Hall is run by Volunteers who need your help to keep the facility in good condition, for everyone's benefit.

This Guide explains about the Hall and how to use it. The Guide gives more detail on how to observe the terms and conditions of Hire which you have agreed to, as well as providing other useful tips and guidance to make your use of the hall a good experience.

Key points are:

- Please be responsible in your use of the hall
- The Hall is run by Volunteers – there is no-one to clean up after you!
- Please leave the Hall in a clean, tidy and safe condition – this applies to all areas, but especially kitchen and toilets. The basic approach is to leave the room and the facilities as you found them.
- For safety and cost reasons, please switch off all electrical appliances and water taps before leaving the building. No supplementary heating appliances of any kind are allowed.
- As a user it is important that you recognise that you have a responsibility for the health and safety of yourself and others using the Hall. Those booking the Hall must ensure that there is a clearly responsible person present at all events; and that any children (under 18) are properly supervised by an adult. Please take special note of the fire safety instructions.

2. HALL HISTORY

South Wraxall village hall has been here since 1841, and was originally built as a national school. The school was closed in 1972 and since then has served as the village hall.

It has been extended and improved over the years, and continues to serve as the main place of public assembly in South Wraxall used for a whole range of social, recreational, educational and civic purposes.

3. HOW TO FIND US

The Village Hall is situated in the heart of the village close to St. James Church and the local pub, the Longs Arms. It can be approached from either the B3109 towards Bradford on Avon or the Bathford road from Kinsgdown and Bath.

It has a car park which accommodates around 20 cars. The car park is reserved for users of the Village Hall.

Bus service 96 Trowbridge – Bradford-Avon – Trowbridge runs weekdays. The bus stop is located opposite the Longs Arms pub and is just a few yards from the village hall.

Access for wheelchair users is especially good. There is level access from the carpark to the front entrance and internal ramped access to the main hall.

Address:

South Wraxall Village Hall

South Wraxall

Bradford-on-Avon, Wiltshire

BA15 2SE

4. BOOKING

Booking the village hall can be made on the village hall website:

www.southwraxall.wordpress.com/village-hall/booking-enquiry/

If you have further booking enquiries you can email at villagehall@southwraxall.com or call the rota phone on 07748 601262

4.1 HALL CHARGES

	Under 4 hrs	All day
Regular Users	£20	£40
SW Residents	£20	£40
Non Residents	£30*	£60*
Commercial	£50*	£100*

*50% deposit required 3 weeks before reserved date.

All cheques to be made payable to **South Wraxall Village Hall**.

Payment also possible by BACS. Please ask RP for bank details.

5. TERMS OF USE

5.1 RESPONSIBILITY

All village hall lettings are facilitated by a village hall 'Responsible Person' (RP) who is appointed by the committee. There is a monthly rota by which a RP is assigned. This person can be contacted on: 07748 601262

The organiser of the event will be the 'Temporary Responsible Person' (TRP) who must read these terms of letting and sign below that they have read and understood this document before taking possession of the village hall.

The TRP must accept that any decision by the RP, in respect of the letting, is final and must be obeyed.

The TRP must be on the premises at all times during the letting and have a working mobile telephone for any emergency.

5.2 LIMIT OF USE

- The hall is let for the purpose agreed only.
- No more than 100 people may be in the hall at any one time.
- Use of the hall is only licenced until 11:00pm on any day.
- There is no licence for the sale of alcohol.
- No hazardous material, electrical equipment or pyrotechnics may be brought into the hall, without the consent of the RP
- No hot work involving cutting, welding, using any source of heat may take place.
- Any faults to equipment, breakages or damage, accidents or injury to any person in the hall must be reported by the TRP to the RP.

6. USING THE HALL

6.1 ACCESS ARRANGEMENTS

- There is a key safe that can be found opposite the entrance to the village hall. Upon booking the hall it will be arranged for either a volunteer to give you access at the booked time or you will be given the key code to the safe. The key to the main entrance is located in the safe.
- When finished with the hall, lock the main entrance and return the key to the key safe.
- All fire exit doors can be opened from the inside at all times; so you should not be locked inside

6.2 FLOOR PLAN

Floor plan of the village hall can be found on the final page of this guide.

6.3 MAIN HALL

South Wraxall Village Hall is an L-shaped building that can accommodate up to 100 people. The hall can accommodate up to 70 people seated at tables.

The main hall can be split into 2 areas by use of a folding partition that can be used to separate the two areas.

Lights/Emergency lights

Main light switches are located near the server hatch and doors.

When the main lights are off, emergency access lights are on at all times.

Please do not attempt to disable these or cover them up.

The disco ball hanging from the middle of the main hall is currently out of order.

Tables and chairs

Apart from events where special arrangements have been made, users are expected to set up tables and chairs as required and return them to the appropriate area after use.

There are 70 matching wooden chairs are kept stacked at one side of the Main Hall and the entrance hall.

There are 9 folding rectangular tables (which seat 6-8 people) and 12 folding square tables (which seat 4 people) available for users. These are also kept in the main hall and the store room.

When you are finished, put the furniture back where you found it unless special arrangements have been made. Please wipe down any tables before putting them away.

Please be careful when moving furniture, to avoid damage to the floor, furniture, building and yourselves.

Room Divider/Display Boards

There is a portable room divider which can help break up the Main Hall and also can be used as display boards.

White board & flip chart

A portable white board and flip chart is available for use.

Folding Partition

A folding partition can be used to separate the two areas of the main hall. Please ask the RP for instructions on use.

6.4 KITCHEN

The kitchen is equipped with:

- Five hob gas range with 2 built in ovens
- 3 shelf fridge.
- 3 drawer freezer
- Kettles and a water boiler
- Crockery, cutlery etc. for about 70 people
- A selection of beer and wine glasses.
- Pans, dishes, utensils etc.
- A double sink and a separate hand-rinse basin

There is a hatch and counter top between the Main Hall and the kitchen, to allow food and drink to be served direct (or used as bar if desired).

The fridge and freezer are at your disposal.

Please use the kitchen responsibly. Do not allow any children under the age of 12 to be in the kitchen.

No animals are allowed into the kitchen.

Anything used should be cleaned and returned after you have finished with it. All surfaces should be thoroughly cleaned and disinfected after use. Do not leave any food in the fridge or freezer.

Dispose of all waste in the kitchen bin. After a large event or if the bin is full please empty the black sack into the black wheelie bin outside, to the side of the hall.

There is a fire blanket, extinguisher & first aid kit kept in the kitchen.

Catering:

A major advantage of hiring South Wraxall Village hall is the use of the kitchen.. It is possible to use the kitchen yourselves or bring in external caterers.

6.5 CAR PARK

There is a dedicated car park which accommodates approximately 20 cars.

6.6 TOILETS

There are separate Women's, Men's and a Disabled Toilets, all accessed off the main corridor by the front entrance.

There are baby changing facilities in the disabled toilet.

6.7 STORE ROOM

The Store Room is opposite the main entrance area. It contains extra tables and essentials.

No unauthorised person should go into the Store Room.

6.8 OTHER INFORMATION

6.8.1 ACCIDENTS

There is a First Aid kit kept in the Main Hall Kitchen. If you have occasion to use this, please inform the Hall RP so that items used can be replaced.

All accidents, other than those of a very minor nature, are to be reported to the Hall's RP.

There is an emergency contact list near the end of this document.

6.8.2 SMOKING

The Hall and the front entrance porch are "no smoking" areas. Smoking is only permitted in the hall car park.

6.8.3 ANIMALS

Pets are allowed in the village hall, however please ensure that they are well behaved and any mess is cleared up after them. Please also consider the other users of the hall when bringing along pets.

6.8.4 ELECTRIC & WATER

Use of water and electricity are included in the hire charge. Please use both with care, in the interests of the environment and also to help us keep our costs down.

The main power switch is located in hall opposite the main entrance.

Hot water fuse is located in the kitchen (The boiler is located in the store room and the boiler must be switched boiler on. (Not on heating circuit)

The external water main is outside the building; contact the Hall RP if the mains need to be turned off for any reason.

The main electricity circuit breakers are located in the corridor, at the front of the building (next door to the main hall) meter room.

6.8.5 HEATING & VENTILATION

The heating is run off wall heaters in each of the rooms.

The heaters run off a "pay as you go" meter. The meter can be located in the corridor and takes £1 or £2 coins.

£1 will heat the hall for 30 minutes.

The heater in the entrance hall is switched on by the switch above it on the wall.

The heaters in the main hall operate on the thermostat. The thermostat is on the wall in the main hall next to the hatch. Turn the thermostat up from its minimal setting (10Degrees) to the temperature required. Before leaving the hall turn the thermostat back to the minimum.

You can also find thermostats on each of the radiators and the main thermostat in the centre of the hall.

The Main Hall windows can be opened to let in fresh air but make sure they are closed afterwards.

The heater in the kitchen is to be used as required and has a switch next to it.

There are two dehumidifiers please do not touch the settings.

6.8.6 RUBBISH DISPOSAL

Please dispose of rubbish in the bins provided, or if there is a lot put it into sealed black plastic sacks. Bagged rubbish can be placed in the black village hall wheelie bin which is located outside the entrance to the hall. If you generate a lot of rubbish/recycling, it would be appreciate if you could take it away yourself.

6.8.7 EQUIPMENT

- A built in amplification and PA system with microphone in the Main Hall - will take a direct lead from an iPod or similar
- Switches are behind the box for amplifier and speakers.

6.8.8 WI-FI

There is no WI-FI in the village hall.

6.8.9 MUSIC

The Hall has PRS and PPL licences allowing use of live and recorded music. These apply to all Hall users.

All music must stop at 11.45pm at the latest.

You are reminded that South Wraxall Village Hall is set in a residential area and any reports of excessively loud music or other noise will be dealt with at the time by member(s) of the Hall Management Committee.

6.8.10 ALCOHOL CONSUMPTION

The village hall does have a licence for the consumption of alcohol on the premises, under the supervision of the TRP.

However, it does not have a licence for the sale of alcohol.

Temporary licences for the sale of alcohol can be applied for by completing a "Temporary Events Notice" licence with Wiltshire council Trowbridge & the licence officer at Trowbridge police station. It takes approximately 10 working days to receive the licence following application.

Where alcohol is provided for sale at an event or activity, the licence provisions must be observed. As well as direct sales across a bar, any supply of alcohol which is linked to purchase of some other item or is included in the entry fee etc. is classed as sale of alcohol.

People who are under 18 are not served; individuals who appear to be under the age of 18 years of age must produce on request (before being served alcohol) identification bearing their photograph and date of birth

7. CHECKLIST ON TAKING POSSESSION

Toilets and entrance:

- Switch on the illuminated master switch opposite the entrance door. This controls use of lights and switches on hand driers and hot water.

Kitchen:

- Hot water is provided by a gas water heater. Switch on electricity (to the right of the sink) and press the on switch on the water heater in the store.
- Cooker hobs and left hand oven are all gas. Turn and press knobs and hold press ignition button (Left hand side of cooker) to ignite. Right hand over is electric.
- Switch on electricity to left of hand basin.

8. CHECKLIST ON LEAVING THE HALL

Toilets & entrance:

- Switch off illuminated master switch opposite the entrance door.

Kitchen:

- Switch off the hot water heater switch to right of sink
- Switch off all appliances
- Switch off cooker switch to right of hand-rinse basin
- Close fire hatch
- Close fire door

General:

- Heating – switch off kitchen heater if used. Turn down thermostat in main hall to 10 degrees.
- Check windows are closed
- Check all lights are off
- Ensure all fire doors are closed
- Chairs and tables are returned. (And tables are wiped down)
- Sweep/mop up, remove any debris & leave the building clean and tidy
- Take out Bins.
- Lock Main door.
- Return key to key safe.

9. FIRE SAFETY RULES & PROCEDURES

On arrival, all Hall users should familiarise themselves with the location of fire exits, fire alarm points and fire extinguishers, and with the fire safety instructions posted in the building.

These instructions are prepared to protect occupants in the event of fire and to comply with the Regulatory Reform of Fire Safety Order

The TRP must be familiar with:

- Firefighting equipment:
 - a. Fire blanket in the kitchen
 - b. Water fire extinguisher in the corridor
 - c. Powder fire extinguisher by the main fire exit door (to be used for electrical fires only)
 - d. Means of escape. Fire exits are clearly marked with "Fire Exit" signs.
- Warn assembled persons of location of fire exits and of fire action notices. The assembly point for a roll call after evacuation is the village hall car park.
- Ensure that all escape routes are unobstructed at all times
- Ensure that no risk of fire is taken during occupation of the hall
- Ensure that the no smoking policy is enforced.
- Ensure that no combustible material is put over the cooker
- Candles and naked flames are not allowed.
- Ensure fire doors and hatches are closed when leaving the hall.
- The Hall is equipped with smoke detectors and fire alarms. The fire alarms are tested regularly, normally when the Hall is not in use, so any fire alarm must be regarded as genuine, the Hall evacuated and the emergency services summoned unless judged unnecessary.
- Conduct within the Hall must avoid fire hazards. No supplementary heaters of any kind are allowed. Electrical sockets must not be overloaded. Stoves

etc. must be switched off when not in use and kept under observation when in use.

- Note that these notes are not exclusive and the TRP is responsible for safety under the Regulatory Reform of Fire Safety Order. See: www.communities.gov.uk/fire/firesafety/firesafetylaw/

10. COMPLAINTS & COMPLIMENTS

We are always interested in feedback on your experience of the Hall, positive or critical.

If you do have any cause for complaint, please mention this to the Hall volunteer.

11. MANAGEMENT OF THE HALL

South Wraxall Village Hall Trust is a Registered Charity (number 801185). It is responsible for all aspects of the management of South Wraxall Village Hall.

Enquiries:

Telephone: 07748 601262

Email: villagehall@southwraxall.com

Booking: www.southwraxall.wordpress.com/village-hall/booking-enquiry/

Website:

<https://southwraxall.wordpress.com/village-hall/>

Address

South Wraxall Village Hall

South Wraxall

Bradford-on-Avon

Wiltshire

BA15 2SE

12. EMERGENCY CONTACTS

Fire

See fire evacuation notices displayed in the Hall. Dial 999 if necessary.

Police

Dial 999 if necessary. Dial 101 for non-emergency contact.

Medical emergencies, accidents etc.

Dial 999 to call an ambulance if necessary.

Doctors:

Bradford-on-Avon Medical Centre

Station Approach, Bradford-on-Avon BA15 1DQ

Tel: 01225 866611

Hospital:

The Royal United hospital (RUH) – Bath.

Combe Park, Bath, Avon BA1 3NG

Tel: 01225 428331