

Information Sheet

The following is to be read in conjunction with the West Lavington Village Hall Terms and Conditions and are to be considered as additional to the West Lavington Village Hall Terms and Conditions.

Health and Safety

The Hirer is responsible for ensuring that an operational mobile phone is available during the period of hire should there be a need to contact emergency services. There is no telephone facility at the location.

The Hirer must advise its guest of the whereabouts of the location's emergency exits and fire extinguishers prior to the period of hire. Diagrams of emergency exit routes are posted inside the Village Hall. All fire doors must be closed except in an emergency. Emergency exits must be kept clear. Emergency exit signs must be switched on during the period of hire. The switch is located in the entrance of the Village Hall.

The maximum permitted capacity of the West Lavington Village Hall is 150 persons, or 120 persons if seated. This capacity must not be exceeded during the period of hire.

A first aid box, accident report book and general report book are located in the kitchen of the West Lavington Village Hall. Any breakages must be recorded in the general report book.

In the event of a fire, the Village Hall should be evacuated in an orderly manner using appropriate exits. Doors should be closed. Guests should meet to the rear of the Village Hall car park. Emergency services must be telephoned by dialling 999. No-one must re-enter the location until the Emergency Authorities have confirmed it is safe to do so. Details of the incident must be provided to the West Lavington Village Hall Manager.

Smoking is prohibited anywhere in the location or its immediate surrounds.

An adult must be present during a period of hire and must accept legal responsibility for any minors to include child safeguarding/protection.

Access to the Location

The Location is accessed by use of a key safe. The Hirer will be provided with instructions and key code to the key safe by the West Lavington Village Hall Manager prior to the period of hire. Access via the kitchen door is not permitted unless items for kitchen use are being transported. Children under the age of 12 years old are not permitted access to the kitchen.

General

Decorations of a combustible nature (e.g. candles, polystyrene, tissue) may only be used in the location with the prior consent of the Management Committee and such consent must be given prior to the period of hire. No decorations must be attached to the location's walls using sellotape or blu-tack. No ball games are permitted in the hall.



West Lavington
village hall
Wiltshire

Registered Charity no. 305593

Site address only: Sandfields, West Lavington, Devizes, Wiltshire. SN10 4HL

E-mail: villagehallwestlavington@gmail.com Village Hall contact: 07435 046984

The West Lavington Village Hall is available for use from 8am until 12 midnight on a Monday to Thursday, from 8am until 1.00am on a Friday and Saturday and from 8am until 11.45 pm on a Sunday.

Car Parking

The road leading to the West Lavington Village Hall is a public road and must not be obstructed. The West Lavington Village Hall car park will accommodate 35 cars if parked sensibly. There are two disabled parking spaces.

Heating & Lighting

Wall-mounted radiators are sufficient to heat the West Lavington Village Hall but take time to reach a reasonable temperature. Four blower heaters are provided to assist with initial warming of the West Lavington Village Hall and should not be turned off once the event has commenced.

Heating is operated by timer controls. The West Lavington Village Hall timer controls are situated next to the kitchen door. The timer control for the Giles Meeting Room is on the wall by the internal door. The button on the timer provides cycles for 15mins, 30 mins, 1 hour and 'off'. It will need to be re-set again if a further cycle is required. **Timers must be switched to 'off' before the end of the period of hire.** Save as mentioned above, no other heating devices are to be used on the premises.

The main light switches for the West Lavington Village Hall, changing areas and toilets are in the entrance lobby, together with the switch for the emergency lights. The switches for the picture lights and the up-lights are next to the kitchen door and next to the heating controls. There is a combined switch and dimmer for the up-lights.

West Lavington Village Hall Property

The following is the property of the West Lavington Village Hall: plastic chairs, upholstered armchairs, white plastic terrace chairs (for use outside hall), 12 long folding tables and 12 small folding tables.

The kitchen contains a single domestic electric cooker with oven and integral grill, a fridge but no freezer, glasses cups, saucers, small and large plates, bowls and assorted mugs, a large capacity urn, kettle, two teapots which are stored in the kitchen cupboards.

Internet Access

The West Lavington Village Hall has WiFi, the information for which is displayed on the notice board in the lobby.

Use of surrounding area of Hired Location

Hirers and their guests may use the additional public areas around the West Lavington Village Hall including a playground (supervised children under 12 years old only), a senior playground, adventure BMX track & football pitches (subject to availability).



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Vacating the location at the end of a period of hire

When vacating the location at the end of a period of hire please ensure:

- the privacy and quiet enjoyment of local residents are respected by leaving in a quiet & orderly manner
- the location is left clean and tidy with rubbish bagged and placed in the external bin, which should be locked. The key is placed in the box above the microwave in the kitchen. Please replace the bin with a clean black bin liner (spares are under the sink).
- all equipment, chairs and tables are stored in their storage positions.
- the Hire and all guests have vacated the location at the end of the period of hire.
- all lights, including emergency lights, and all heaters are switched off.
- all doors and windows are securely locked

Please feel free to email any comments for the attention of the Chairman, Michael May, or Village Hall Manager, Michelle Duckworth.

We Wish You A Happy And Successful Event.