



Llandenny Village Hall User Guide

Welcome to Llandenny Village Hall. Thank you for booking the hall for your function/activity.

We want you to have a good experience in the hall so have outlined some helpful information below. If you feel there is any additional information that should be included it would be great to hear from you so we can help future users.

Documentation

You should have received:

- A copy of the fire plan
- A Village Hall user guide (this document)
- Guidance on selling alcohol for Llandenny Village Hall'

Health and Safety and Safeguarding

- It is the hirer's responsibility to ensure that children are well-supervised on the premises, and that suitable adults are in attendance.
- If children are present then there must always be at least two adults in attendance. No children to be left with just a single adult present
- All our policies are located in the red file on the fridge

Heating

- The heating is via four overhead bar heaters. The two heaters nearest the entrance are turned on by a switch below each heater. The two nearest the kitchen can be switched on remotely or locally via the push button marked. ⏻

Cars at the Village Hall

Cars parked are at owners risk in the area immediately outside the hall. Please do not park on grassed areas, or in the lane itself, which is used by residents of the village.

Serving alcohol

IMPORTANT: In order to sell alcohol on the premises, you must have the express permission of a trustee. For permission please email: hallbookings@llandenny.com

You must have read and understood the 'Guidance on selling alcohol for Llandenny Village Hall' and must adhere to the guidance. Confirming this in writing on the above email.

Our licencing hours are 11.00 to 23.00 these must be respected and no alcohol to be served after 23.00



Fire Safety

- You should appoint someone to act as the designated Fire Marshal. They must be responsible for safe evacuation of the premises and contacting the Fire & Rescue Services. This person must be onsite during hall use.
- The Fire Marshal should familiarise themselves with the fire escape routes, exit points and fire assembly point. This is on the notice board. They should make all users aware of these.
- The Fire Marshal should ensure that the main exit from the building is unlocked during hall use and ensure they understand how to open the second fire exit (through the swing doors to toilet). This door is opened via a turn knob and is not lockable from inside. Remember to lock again after your event
- The Fire Marshal should familiarise themselves with the location of fire extinguishers throughout the premises. Again, this is on the notice board. Please ensure that these remain in their designated space and must not be used to “prop” doors open as it is illegal to use them this way.
- It is the responsibility of hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation.
- Regular users should carry out their own Risk Assessment and lodge a copy with the Chair via an email to hallbookings@llandenny.com

First Aid

There is a first aid kit located under the sink in the kitchen.

In the event of an accident please write in the Accident Book (in the first aid kit) and let one of the committee members know.

WIFI

Instructions for use and login details are on the noticeboard.

Please note: In hiring the Village Hall, please familiarise yourself with the WiFi acceptable Use Policy (also on the notice board). In signing the Hire Agreement you explicitly agree to conform to this policy.

Audio-Visual system

The hall benefits from a ceiling mounted projector, drop down screen, four ceiling speakers and amplifier system with microphones.

The controls and power for this system is mounted on the wall opposite the kitchen entrance.



There is an HDMI lead on the wall next to the screen and this can be used to connect a laptop to the projector. This connection is primarily for the display of slides without sound. If you wish to play slides or videos from a laptop and you wish sound to come through the ceiling speakers then there is a second HDMI lead curled up in the AV system cupboard.

The amplifier supports Bluetooth connection if you wish to play sound from your own portable device

Further instructions are available in the manual on top of the system.

Lighting

The lighting switches for the corridor & toilets (including disabled toilet) can be found on the Village Hall plan, on the notice board.

- The lights for the main hall are beside the main entrance, See the plan on the noticeboard for all other light switches,
- Please refer to the plan for the location of electrical sockets on the noticeboard.
- All electrical equipment brought onto the premises is required to have been subjected to a formal Portable Appliance Test.

Water

- The stop cock for the water is located under the sink in the Kitchen
- Please familiarise yourself with the contents of the kitchen cupboards so you can find any crockery or utensils you need. Please notify us of any breakages so that we can replace them for the next user.
- The water heater is switched on via an illuminated switch under the unit in the corner of kitchen (See noticeboard plan) Please ensure that this is turned off before you leave.

Hot water urn

Instructions are on the noticeboard. Please ensure that this is not over-filled, that the lid is closed properly and that it is switched off at the end of use.

Fridge

- Please clear the fridge, wipe spillages and leave it switched on.

Tea Towels

- Please take all used tea towels home with you and wash, dry and return them as soon as possible.

At the end of your session..

If you have damaged any equipment or you have found a fault with any item within the hall, please email the details hallbookings@llandenny.com

Brushes and other cleaning equipment can be found in below kitchen sink and beside fridge within the kitchen.



We do not provide rubbish bins; this is to avoid any rubbish being left in the hall. It is your responsibility to take your rubbish with you and recycle responsibly.

On Leaving the Hall Please check the following:

All kitchen wares have been washed thoroughly and returned to the correct cupboards.

All kitchen surfaces have been wiped

All chairs have been stacked (no more than 5 to a stack) and stowed in the lobby area and tables have been wiped, folded and put away (unless other arrangements have been made by prior arrangement).

The overhead radiant heaters are switched off

The audio-visual system is turned off

The water heater is switch off on the wall in the kitchen

All lights are switched off. Pay particular attention to lights in toilets.

The urn is switched off at the plug

All internal doors are closed

All windows are closed and locked

Please ensure all doors to the hall are locked and the key returned to the key safe

Please leave the hall as you found it.

And finally....

As the hirer, it is your responsibility to protect the Village Hall and its contents from wilful damage and improper use. If there have been any glass/ crockery or other accidental breakages, please let us know at the earliest opportunity.