

# Temple Sowerby Victory Hall Hirers Manual

Registered Charity Number 523081

<b>Audit details</b>	
Status and date	Approved by Committee 29/6/17
Next review date	By 29/6/18
Version	1.0

**This manual to be read in conjunction with the Victory Hall Booking Form.**

### **Getting into the Hall and signing-in**

Key holders are detailed on the website and during booking. When the booking is confirmed hirers will be notified of where to obtain the key and also where to return the key after the event.

### **Emergencies, Safety and First Aid**

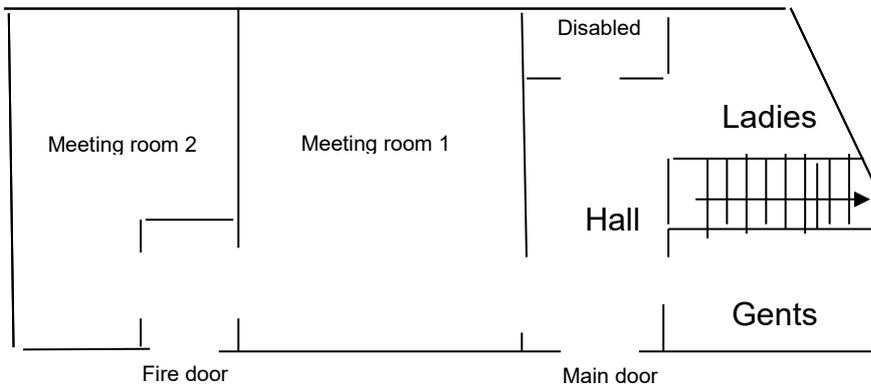
The First Aid and Accidents Policy, a copy of which forms part of the booking agreement and will be found on the noticeboard and in the kitchen, describes the procedures to follow. Emergency contacts are displayed in the kitchen and on the noticeboard.

The hirer should ensure that they have a mobile phone with them in case of an emergency and this number should be included on the Booking Form.

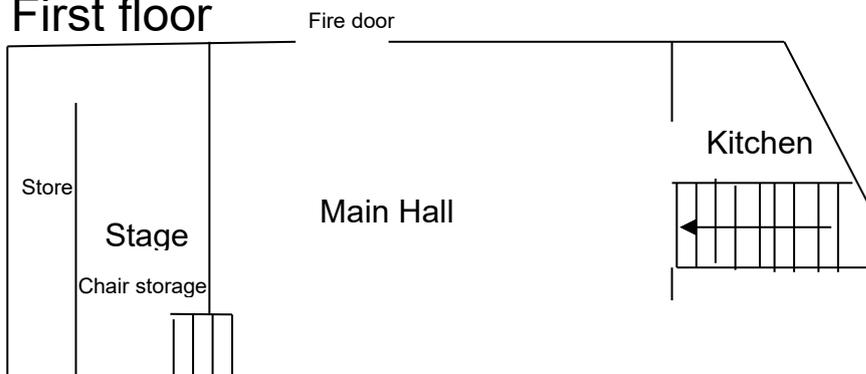
There is an accident book in the top drawer in the kitchen. This **MUST** be completed whenever an accident occurs.

**The following plan shows the rooms available for hire.**

### **Ground floor**



### **First floor**



## **Heating**

All the rooms are equipped with radiators. Each room has a single thermostat near the door that controls ALL THE RADIATORS. PLEASE DO NOT ADJUST INDIVIDUAL RADIATORS.

This switch should be switched off as you leave the building.

Between the downstairs meeting rooms there is a fire door. There are two light switches by this door. Please do not change the right hand switch – this controls the security lights outside. This should be left in the ON position.

## **Toilets**

These are to be found on the ground floor. Please ensure that the lights are switched off as you leave. Please notify the hirer if these should require attention.

## **Entrance Hall**

There are 2 fire extinguishers on your right as you enter the front door.

## **Main Function Room**

This room is on the first floor with an adjoining kitchen facility.

Tables are stored on the stage and the larger ones require 2 people to lift them. There are 6 large tables and 12 small tables. Please return them to the stage after use.

Chairs are stored on the stage. There are 60 chairs. Please return them to the stage after using them.

As with the other rooms the thermostat for the radiators is by the door in this room. You can adjust the temperature to your liking (Max 25C).

Please do not adjust the individual radiators and switch off as you leave.

There is a Fire exit clearly marked and there are two fire extinguishers by the kitchen door. Do not obstruct the fire doors, as hirer you are personally liable.

The maximum capacity of this room is 100 people, with 75 seated, note that we have only 60 chairs stored upstairs.

## **Kitchen**

This is on the landing at the top of the first flight of stairs. There is a fire extinguisher and fire blanket as you enter on the right. There is also a fan heater above the door into the main hall, a fire alarm and a first aid kit.

The kitchen has a range cooker, microwave, fridge-freezer, kettle, aluminium teapot and water heater together with a range of utensils, crockery and glasses. Please note that these are sufficient for meetings but not for large events. Washing up liquid, cloths and T-towels are provided. Water

heating is via an instant heater, the switch for this is in the cupboard underneath and to the left of the sink, please switch off after use.

**Please ensure that you do not wash fat or fatty liquids down the drain as the plumbing is very easily blocked**

## **Meeting Room 1**

This is adjacent to the entrance hall and includes 20 chairs and 5 tables.

The maximum capacity of this room is 20 people.

## **Meeting Room 2**

This is found through meeting room 1 and includes 6 tables, 9 cushioned seats and 35 plastic chairs together with a wooden settle.

The maximum capacity of this room is 20 people.

The fire exits for the ground floor must not be blocked.

## **Unloading and Car Parking**

There is a small cobbled area immediately in front of the hall for unloading, fire exists must not be obstructed. The rear entrance to the pub through the sandstone arch should not be blocked. Car may be parked on the road in front of the church. Cars are parked at the owners risk. Cars are NOT allowed on the grassed areas in front of the hall.

## **Curtains**

Please leave these open when you leave.

## **Cleaning**

Please leave the hall as you found it. The hire is on a self-cleaning basis to keep the hire rates as low as possible. A charge may be made if the hall needs cleaning after your event.

## **Telephone and Wi-Fi**

Please see the Booking Form for further details.

## **Emergency Contacts**

Detailed in kitchen and entrance hall.

## **Supporting Victory Hall documents.**

These are available to download from the village website and copies are kept on the noticeboard.