

**CORRINGHAM VILLAGE HALL** 10a Middle Street, Corringham, Lincolnshire DN21 5QR

## **Information Sheet for all Hirers**

### **Opening and Closing the Village Hall**

Unless otherwise directed by the Management Committee or their representative, the Village Hall keys will be available from **Key Lock Box located on the wall to right side of main door (code will be provided the day before your booking)**, and after locking up, keys must be returned back there immediately. Please ensure that everyone involved with the hire is aware of the hire period and that they will not be able to enter before or remain after the hire period, unless consent has been given by the Management Committee or their representative.

Guests are expected to vacate the premises within 15 minutes of the end of a hire period.

Please telephone **07356 292558** in case of difficulty.

### **Safety**

The Village Hall has a 'No Smoking' Policy. In the event of a fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999. The exact location of Fire Exits and Fire Extinguishers must be noted before the Village Hall is occupied by guests and the manner of opening Fire Doors should be made known to your guests.

Restack and put away chairs and tables in a safe manner.

A First Aid Box is located **in the kitchen**.

### **Adjusting the Heating – The thermostat is located in the hallway**

Do not adjust individual radiators as this will result in the Village Hall being too cold or too hot for subsequent users.

### **Telephone**

The Village Hall has no telephone, so you are advised to bring a fully charged mobile phone for use in case of emergency.

### **Car Parking**

There is ample parking for the village hall. Public roads and entrances to driveways must not be obstructed.

### **Consideration for others**

You and your guests **must leave quietly** at the close of your event. Car doors banging and loud talk outside the Village Hall can be disturbing to local residents.

Do not use drawing pins or Sellotape on the walls or other surfaces, either inside or outside the hall. Use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Leave the Village Hall clean and tidy and dispose of waste in the bin provided outside or take it home. In particular we ask you to ensure table tops are wiped clean before being stacked, floors are swept clean and toilets have been flushed.

### **Faults / Damage / Comments**

Any faults or damage **must** be reported to the Management Committee **as soon as possible**, so they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the Village Hall. Please email these to [corringhamvh.booking@gmail.com](mailto:corringhamvh.booking@gmail.com)