

A Guide to Hiring Tiddington Village Hall

Welcome to Tiddington Village Hall, we hope everything goes well with your function/meeting. Should you have any problems please contact the bookings secretary Brian Price on 01844 339977 or call the Chairman (Alan Stratton) on 07889 851588

This document is designed to give hirers all the information they need about the hall and act as a guide for ensuring that things are left tidy ready for the next users.

Lights & Heating

There are various switches in and around the hall. *You should ensure that all of these are turned off when vacating the premises.*

The main locations are;

The Entrance Lobby

There are three sets of switches – the one opposite the main door entrance controls the lights for the ladies and gents toilets as well as the lights in the lobby ceiling and the outside light behind the toilets. The panel to the right of the gent's toilet door controls all the main hall overhead heaters. The ones above the main entrance door are for the other outside lights.

Main Hall

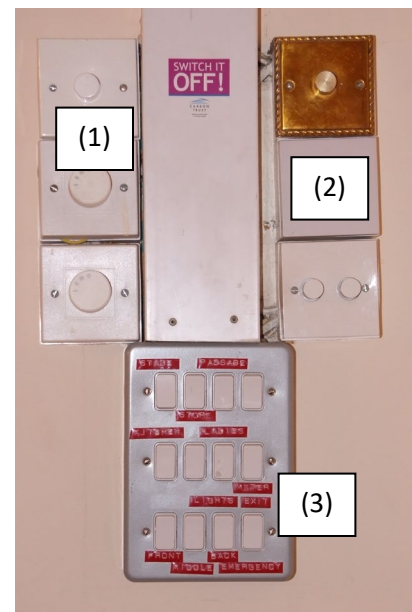
The panel on the left side of the alcove where the stage is normally stored controls the main hall lights (3), the fans (1=speed 2 = lights), emergency exit signs and the kitchen entrance (3).

Kitchen

In here you will find one switch that controls the kitchen lights and another by the fire exit door that controls the outside sensor light.

Bar Area

On the pillar between the folding doors you will find two dimmer switches for the bar area wall and ceiling lights



Chairs and Tables

There is a wide selection of tables and chairs available to use throughout the hall.

In the main store

You will find 50 banqueting style and 20 Traditional plastic chairs. Here you will also find 20 large rectangular tables which come in two different heights and a number of small card tables

In the Bar Area

You will find 50 banqueting chairs and 8 small round tables. Please ensure the chairs are stacked neatly against the far end wall of the bar area after use.



Round Banqueting Tables

Up to 10 of these are available to hire at additional cost along with white and blue table cloths.

Kitchen

The hall's kitchen is spacious and well equipped with two sinks, two ovens and two fridges. There is plenty of crockery available and you should ensure this is washed and returned to the cupboards after use. You will notice there is NOT a dishwasher, we felt that if we had one, hirers would fill it and then leave it. This would mean that someone else would have to come back later and empty it!

Height Restriction Barrier

Should you need this opened, please contact Brian or Alan for details.

Insurance

Whilst the hall has Public Liability Insurance if you are using your own equipment this must be covered by your own policy.

Final Check List when leaving the hall

Please ensure you

- Return all tables and chairs to their correct storage areas.
- Clean any tables you have used before putting them away
- Vacuum the carpet in the main lobby and bar area
- Ensure the kitchen is left in a clean and tidy manner
- Sweep the main hall floor
- Take out any rubbish and if bins are already full please use the additional recycling bags & black bags provided under the sink
- Remove any temporary decorations and please ensure you use non-marking fixers (No cellotape) – There are plenty of hooks around the hall to use.
- Remove any food and drink from the kitchen fridges
- Ensure teapots and water urns are emptied after use
- Toilets are left in a clean and tidy manner
- Ensure all Fire Exits are properly closed
- Switch off all heating and lighting
- If you have used one of the marquees then please ensure this is not left up overnight.
- Report any damages or problems to Brian Price when returning keys

Please note, you will lose your deposit if you don't adhere to these instructions

All damages must be paid for

The Bar is alarmed

PLEASE REMEMBER to respect local residents when leaving the hall, particularly late at night.

Tiddington Village Hall Committee – April 2011