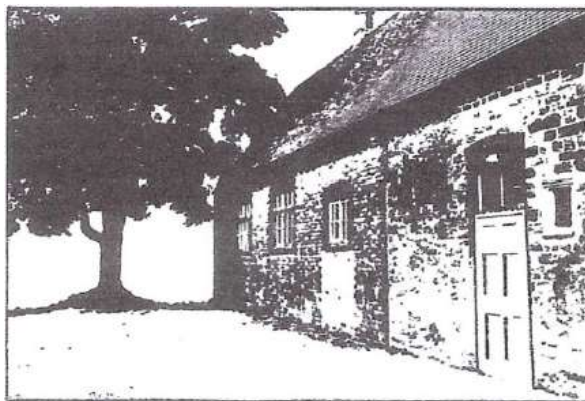


Drayton Village Hall
Stratford Road
Drayton
Banbury
Oxfordshire
OX15 6EN



GENERAL INFORMATION REGARDING HIRE

Opening and closing the village hall

The village hall keys will be available from
and after locking up, must be returned there immediately.

The village hall will be opened for your hiring by and will be closed
for you at the time you have indicated.

Please ensure that any outside caterers, contractors are aware of the hire period and that they will not be
able to enter before or leave after the hire period.

Please telephone in case of difficulty.

Guests are expected to vacate the premises within five minutes of the end of hire period. Failure to comply
with this may result in forfeiture of your deposit.

Safety

The village hall has a *No Smoking or Vaping Policy*. FIRE ASSEMBLY POINT: REAR CAR PARK

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 dialling 999. There is no public telephone in Drayton.

Fire Exits must be kept clear at all times.

The exact location of the fire exits (two on the rear wall of the Hall) must be noted before the village hall is
occupied and the manner of opening Fire Doors (panic bars) should be made known to your guests.

Also, the location of the fire extinguishers:

- Two water extinguishers by the Hall fire exits (suitable for wood, paper, textiles)
- One CO2 extinguisher in the kitchen (suitable for live electrical equipment; flammable liquids)
- Fire blanket – situated in kitchen

First aid box: located in the kitchen – please let someone on the Management Committee know if you have
used any items so that they can be replaced.

Accident form: in a folder on the Notice Board – this should be completed & delivered to the Management
Committee.

Please stack chairs (maximum 10 high) and tables at the end of the Hall at the end of your hire
period unless agreed otherwise.

The village hall's Health and Safety Policy can be found on the notice board.

Power circuits/heating

Heaters: six switches for the six wall mounted radiant are located within the electricity cupboard
on the back wall of the Hall. The heaters must be turned off before you vacate the Hall.

Coin operated electricity meter: takes £1 and £2 coins and runs the heaters and the hall electrical sockets (not kitchen).

Car Park Lighting: 2 right hand switches (of 3) located in bottom left of electrical cupboard – these must be switched off before you vacate the Hall.

Hand driers in toilets: please switch these off at the wall at the end of hire period.

Electric water heaters in kitchen/toilets: please switch these off at the wall at the end of hire period

Car parking

The road to the side of the village hall is a public road and must not be obstructed. The village hall car park should be empty ready for your arrival – if you find other vehicles already parked in it, please contact who will endeavour to have these moved.

Refuse

There are three bins in the kitchen (general, recycling & food waste) which should be emptied after the hire period, particularly if there is any food waste.

Green general waste & blue recycling wheelie bins can be found outside the rear of the Hall.

Food waste in the silver food caddy can be placed outside the rear of the Hall.

Glass items: must be taken away with you as these cannot be placed in any of the wheelie bins.

Nappies: all nappies must be taken home.

Kitchen:

No children under 12 years of age are to enter the kitchen. Cooker, microwave & fridge to be switched off when not in use. Food & Hygiene regulation compliance is the responsibility of the Hirer. The Village Hall Committee is in no way liable for any instance when a Hirer fails to comply with Food and Hygiene regulations and any consequences thereafter.

Cleaning

Please leave the Village Hall clean & tidy otherwise a cleaning charge may be made. In particular, we ask you to ensure tabletops are wiped clean before being stacked.

The cleaning cupboard is situated in the smaller toilet. Door to be kept locked at all times – key can be found within the electrical cupboard in Hall – *please return after use*.

Please do not use drawing pins, blu-tack or cellotape on the walls or other surfaces; use blu-tack on the wooden surfaces if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

No heavy or sharp equipment, likely to damage the floor, is to be used in the Hall. Please clean up spillages promptly to avoid damages.

Clothing, possessions & Valuables are taken onto the premises at the owner's risk.

Consideration for others

Please ask your guests to leave quietly at the end of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Faults/ damage/ comments

Please report any faults or damage to the Booking Secretary/ Management Committee as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the village hall.

Wi-Fi : User: Village Hall Password: DrayonVHJul2024

I have read and agree to abide by the terms and conditions of hire set out above:

Signed Print Name Date