

# LONG MELFORD VILLAGE MEMORIAL HALL

---

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

## **Information for Hirers**

### **Introduction**

Thank you for hiring the hall. The members of the Management Committee hope your event is successful. We aim to provide equipment, facilities and information to help you ensure your event runs smoothly and safely.

### **On Arrival**

#### **Access**

The key to the hall is stored in a key safe located to the right of the main entrance doors. You will be provided with the code for the key safe shortly before the day of your hire. If you are unable to open the key safe, please contact us using the two emergency phone numbers listed inside the key safe cover. If your call is not answered, leave a message on both emergency numbers.

#### **Lights**

The light switch for the lobby is immediately on your left as you enter.

The light switches for the main hall and WCs are located in the cloakroom to the left of the lobby.

The light for the cloakroom itself is motion activated.

The light switch for the kitchen is immediately on the right when entering from the hall.

The light switch for the storeroom (to the right of the stage) is motion activated.

Outside lights are on a timer or motion sensor.

#### **Heating and Ventilation**

During the cooler months of the year, the heating is programmed to provide heat for various events at the hall throughout the week. Overnight it returns to a frost setting. The thermostat for the heating is located on the third pillar on the LHS of the hall. You are welcome to adjust the thermostat temperature. To avoid disrupting the programming for other users, *please do not adjust any other settings on the thermostat*. Please remember to turn the temperature down to 7°C before leaving.

If ventilation is required, the aisle windows can be opened, and/or the fire exit and lobby doors can be opened. Please remember to close and secure all windows and doors before leaving.

# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

## Setting Up

### The Main Hall

You are welcome to decorate the hall for your event. Please use the wire fixing to secure decorations. *Do not use pins, staples, sticky tape or blu-tack.*

Bouncy castles and other inflatables can be used but you are advised to confirm with the operator that their equipment can be safely erected and operated without touching the ceiling, lights and other overhead fittings. **You must provide us with a copy of the operators' public liability insurance upon booking them.**

You may use smoke machines, disco lighting, etc. Bubble and/or foam machines may not be used as these can interfere with the hall's AV equipment.

### Recorded Music and Discos or Live Music

**You must provide us with a copy of the DJ's or Band's public liability insurance upon booking them.**

Music must be played at a reasonable level considering our neighbours, most of whom are residential. Music must not be able to be heard beyond the car park and must end within the stated times of the booking and our premises licence (11pm except live music on Fridays and Saturdays which may play until 11:45pm).

Any fines or legal fees incurred as a result of not adhering to this condition will be payable by the hirer.

### Tables and Chairs

A mix of 5ft and 6ft tables can be found on the LHS of the stage, behind curtains. Please ensure tables are returned to the correct location, as follows:

5ft, 6ft, 6ft, 6ft, Plastic 5/6ft

A supply of upholstered chairs can be found in, and immediately outside, the cloakroom. There is a further supply in the storeroom on the RHS of the stage. There is a trolley for moving the chairs.

Please ensure the chairs are returned to the correct locations as follows:

Cloakroom – 32 padded chairs (4 stacks of 8 chairs) back to the external wall (below the coat hooks) with the seats facing away from the wall.

# LONG MELFORD VILLAGE MEMORIAL HALL

---

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

Outside the cloakroom – 24 padded chairs (3 stacks of 8) between the cloakroom door and the aisle wall, back to the cloakroom wall with the seats facing away from the wall.

Storeroom – 65 padded chairs (8 stacks of 8, in 2 rows of four) immediately on the left of the storeroom steps, back to the wall with seats facing away from the wall.

Storeroom – 80 plastic chairs (10 stacks of 8)

## **The Kitchen**

Please leave the kitchen as you found it - all crockery, cutlery and glassware washed up and in the labelled cupboards.

The fridges, ovens and hatch are all available to be utilised, but please ensure any spillages are cleared up and that the ovens are not left on at end of use. The freezer is not available for use.

**If using an external caterers, please provide a copy of their public liability insurance upon booking them.**

## **The Bar**

Is operated by a third party and all bookings and payments should be arranged directly with Stour Valley Catering. We can put you in touch with them.

## **Health and Safety**

### **Accessible toilet**

The accessible toilet is equipped with grabrails and other safety features including a call alarm. The alarm light and sounder are located immediately outside the toilet. If activated, the alarm can be reset using the panel by the WC.

### **First Aid Kit**

The first aid kit is located in the kitchen, attached to the wall on the right as you enter from the hall. If you use any items from the first aid kit, please complete a report in the incident log book located next to the kit.

### **Defibrillator**

# LONG MELFORD VILLAGE MEMORIAL HALL

---

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

An Automated External Defibrillator (AED) is located in the kitchen, attached to the wall on the right as you enter from the hall. If you use the AED, please complete a report in the incident log book located next to the First Aid Kit.

## **Fire**

The hall is equipped with a fire alarm panel and sounder, with fire call points and fire extinguishers by each of the exits from the building. If you discover a fire, please activate the alarm using the nearest call point and immediately call 999. Everyone in the hall should leave by the nearest exit and assemble by the scout hut; the car park at the front and road to the side of the hall should be kept clear for the emergency services.

## **Car Park**

The car park is for your use, and we'd be grateful if you could encourage a small donation from your attendees via the QR code in the noticeboard or cash in the drop box.

Please do not park in the lane from Hall Street or between the hall and the houses. Please do not park on the grass.

## **CCTV**

We have CCTV on site.

## **On Departure**

At the end of your event, please ensure that you leave the hall in the condition that you would expect to find it. In particular, please:

- Return all tables and chairs to their correct storage locations.
- Ensure that the hall floor is swept.
- Raise the projector screen (if used) and switch off the screen and projector.
- If the AV equipment has been used, return remote controls, microphones and cables to the drawer in the cabinet, switch off all items in the cabinet (including the master power switch), lock the cabinet and return the key to the key safe.
- Wash and dry all crockery and cutlery and return the items to the cupboards.
- Wipe the work surfaces and counters.

# LONG MELFORD VILLAGE MEMORIAL HALL

---

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

- Clean the kitchen floor using the broom and/or mop if necessary.
- Clean the hall floor using the broom and/or mop if necessary.
- Remove all decorations (banners, balloons, streamers) from the hall.
- Empty the waste bins. Refuse can be placed in the large bins located outside at the back of the hall.
- Lower the hatches for the kitchen and cloakroom.
- Ensure all external windows and doors are closed.
- Lower the blinds in the hall.
- Switch off all lights.
- Check that the right-hand exit door is bolted top and bottom.
- Close and lock the left-hand exit door.
- Return the key to the key safe.