

# VILLAGE HALL COUNCIL

83 High Street, Colney Heath, Herts AL4 0NS  
Registered Charity Number 302357  
[www.colneyheathvillagehall.com](http://www.colneyheathvillagehall.com)

USER ADVICE AND INSTRUCTIONS			
Dec 2018	4	Updated following event feedback	John Clemow

## PLEASE ADVISE YOUR GUESTS IN ADVANCE AS NECESSARY.

If you find anything that is not satisfactory or as expected please report this immediately to one of the contacts noted in Section 8 below. Please remember this is a village hall managed by volunteers who are trustees of the charity that owns the hall on behalf of the local community. We do our best to be professional and efficient but we are not a commercial business and request hirers to understand and appreciate this context.

### 1. Care of floors

No stiletto heels are allowed in the main hall. If it is wet, take care not to bring mud and dirt into the building.

### 2. Vehicular access and Parking

The driveway with the In entrance sign is for access only, and the Out drive is for egress only. Stopping and parking outside the front of the building is not permitted as it blocks vehicles exiting from the neighbouring cottages. **When exiting drivers must take great care due to restricted vision of oncoming traffic which is known to frequently exceed the speed limit.**

Please park in the graveled area to the right when facing the main entrance.

Additional parking is next to the village school/football club which is just down and across the road.

Please do not let your guests park in the lane behind the cottages.

### 3. Unlocking for access

The keys are located in the keysafe located outside on the wall to the right of the main entrance. You will be advised what the keysafe combination code is on the day of the booking.

To open the key safe:

- a. Open the black shutter to reveal the dials and release button
- b. Rotate the dials to the combination code
- c. Press down the release button to open the hatch, remove the key.

To open the entrance door turn the key anti-clockwise.

### 4. Play area and the Common

The Hall premises that are hired include the parking area **but not the play area, which must not be used.** The hire agreement does not include use of the Colney Heath Common but public access to the Common is available from the hall. The Common is a Hertfordshire Heritage site and is a Local Nature Reserve, and must be respected as such by users of the hall.

### 5. Locking up after finishing

To lock the entrance door turn the key clockwise.

To close the key safe :

- a. Put the keys in the keysafe,
- b. Close the hatch
- c. Rotate the dials to random numbers
- d. Close the shutter

### 6. Heating

The heating is automatically controlled and preset to

16 °C in the Main Hall and

18 °C in the Community Room

If the space feels much colder than the above presets, check the thermostat controls located as follows

Main Hall inside the hall to the left of the lobby doors

Community Room in the entrance lobby corridor by the disabled WC

If the temperature needs to be increased then it can be manually adjusted.

### 7. Clearing up

Cleaning equipment and materials are located in the corridor to the right of the stage. **It is expected that the premises are left in a good condition suitable for the next user.**

Blank **exit check lists** are located on the notice board in the lobby to the left of the kitchen door. Mark off the exit checks at the end of your session, and leave the completed form in the folder on the notice board.

Please bring rubbish bags and remove all waste you may have made.

The lights in the male and female lavatories are automatically controlled.

### 8. Contacts

In the event of a problem please contact John Clemow 07803 313 525, or Eddie Walsh 01727 821 601, or Gerry Savage 07742 635 901