

# COLNEY HEATH VILLAGE HALL

Location : 83 High Street, Colney Heath, Herts AL4 0NS

www.colneyheathvillagehall.com



## USER ADVICE AND INSTRUCTIONS COMMUNITY ROOM AND KITCHEN

**Note : these instructions supplement the Hire Conditions**

date	version	revisions	Issued by
December 2019	1		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 10 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 running a commercial business with on-site attendance. We put our trust in your self service and request you to understand and appreciate this context.

### **1. Parking and Vehicular access**

If the booking is on a weekday during school term time the main hall will be in use from 8am to 4pm by a childcare service who need to be able to drive in and out to collect and deliver children. In this case your parking is next to the village school/football club which is shown on the overflow parking map. Please do not let your guests park in the lane behind the cottages.

At other times the graveled area to the right when facing the main entrance is available for 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.**

### **2. Care of floors**

If it is wet, take care not to bring mud and dirt into the building - this will reduce your clean up effort when leaving.

### **3. Access**

The Community Room is accessed via the side door and ramp round to the left side of the hall (when viewed from the street).

If the Main Hall is in use, **please do not disturb the hirer in the Main Hall.** They are not there to assist you.

On weekdays the Main Hall is hired by the pre-school group. Please do not interrupt their business, and **for child safeguarding other hirers are prohibited from access into the Main Hall.**

The keys to the side door are located in the keysafe located outside on the wall to the right of the side 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
- b. Press down the black button at the base of the code pad
- c. Enter the code using the numbered buttons
- d. pull down the black button at the top to open the hatch, remove the key
- e. Close the hatch firmly

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

