

USER ADVICE AND INSTRUCTIONS STUDIO(COMMUNITY ROOM) AND KITCHEN

Note : these instructions supplement the Hire Conditions

date	version	revisions	Issued by
September 2021	2.2	Minor clarifications to various clauses	John Clemow

PLEASE ADVISE YOUR GUESTS IN ADVANCE AS NECESSARY.

We suggest you print this and bring it with you.

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.

At other times the graveled area to the right when facing the main entrance is available for parking, or if full use the overflow parking.

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

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. We suggest you bring newspapers or similar to place on the floor after the entrance mat.

3. Access

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

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 area.**

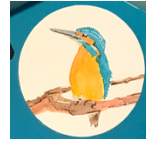
If the Main Hall is in use, **please do not disturb the hirer in the Main Hall.** They are not there to assist you. If you need to access chairs on the stage please do this discreetly.

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:

- Press down the black button at the base of the code pad
- Enter the code using the numbered buttons
- Press down the black button at the top to open the hatch, remove the key
- Close the hatch firmly

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. Heating

The heating is automatically controlled and preset to 18 °C
If the space feels much colder than the above preset, check the thermostat controls in the entrance lobby corridor by the disabled WC. If the temperature needs to be increased then it can be manually adjusted.

6. Kitchen

When the pre-school are using the Main Hall, they have exclusive use of the kitchen between 12 and 1pm for prepare lunch for the children. Please respect this requirement.

Cupboards and drawers marked "Treasure Tots" and "CHVH only" are not for hirer's use.

Items in the fridges are not for your use.

Please bring everything you need for your catering – cutlery, crockery, servers, food and drink, and materials for cleaning (wash up liquid, dishcloth, paper towel).

Mugs and cups are available, if used these must be washed up, dried, and everything put back where they were found.

7. Tables and chairs

Tables are stacked in the corridor to the rear of the stage, access via the double side doors in the Studio. The key opens both doors. Chairs are stacked on the side of the stage, accessed by going to the end of the corridor and through the door on the right. If the Main Hall is in use please try not to disturb the hirer.

8. Clearing up

Cleaning equipment is located to the side of the stage at the far end of the corridor. This includes a small mop with disposable wipes. Please bring your own cleaning materials.

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. The check list is there to help you comply with your hire agreement, and for a subsequent hirer to see what you have done.

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

9. Locking up after finishing

To lock the entrance door turn the key clockwise.

To lock the keys away :

- a. Open the keysafe - press down the black button at the base of the code pad
- b. Enter the code using the numbered buttons
- a. Put the keys in the keysafe,
- b. Close the hatch
- c. Place the shutter over the keysafe

10. Contacts

In the event of a problem please contact in order of priority

John Clemow 07803 313 525, or

Gerry Savage 07742 635 901 or

Pam Fox 07561 162 855 or

Eddie Walsh 01727 821 601