



USER ADVICE AND INSTRUCTIONS MAIN HALL AND KITCHEN

Note : these instructions supplement the Hire Conditions

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February 2025	2		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 9 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. Care of floors

No stiletto heels are allowed in the main hall.

If it is wet, take care to minimise bringing mud and dirt into the building – this will reduce your clean up effort when leaving.

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.

Overflow parking map is on our website www.colneyheathvillagehall.com/enquire

Please do not let your guests park in the lane behind the cottages to the right of the Hall.

3. Access

The Main Hall is accessed via the front double brown doors.

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
- d. Close the hatch and rotate the dials to random numbers (this keeps the code safe while you are using the hall)

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. Lights

The main hall lights switches are on the left of the lobby doors. The switches are marked. Press the main lights switch once to turn on and off. Once on, to dim hold the switch down.

