

# Toller Porcorum Village Hall Guidance Notes

Please read through the guidance notes prior to hiring the hall. You can click [here](#) to download a copy of these notes to print out and take to the hall with you. If you have any questions please contact the Booking Clerk (email [bookings@tollervillagehall.co.uk](mailto:bookings@tollervillagehall.co.uk) or telephone 01300 320182).

## Keys and Doors

Access is by a key safe located to the side of the entrance door. Please [contact](#) the Booking Clerk for a code nearer the date of hire.

## Electricity

Hall hire fees do not include heating and certain other uses. Coin-operated meters take £1 and £2 coins and are in the large cupboard in the foyer. There are separate meters for:

- Kitchen and Committee room sockets, cooker and water heater.
- Main hall heaters 1, 2 and 6 (nearer stage).
- Main hall heaters 3, 4 and 5 (rear of hall).

No unauthorised heating appliances are used on the premises without the prior written consent of the Trustees. Portable LPG heating appliances shall not be used.

## Heating

The main hall has wall heaters and a storage heater. Switches for the wall heaters are just to the right of the double doors. The wall heaters are on meters – see **Electricity** above.

The Committee Room has a storage heater and additional fan heater. The fan heater uses a socket and so is on the first meter mentioned under **Electricity** above.

## Smoking

**No Smoking is permitted in any area of Toller Porcorum Village Hall.** A sand bucket is provided in the Entrance Porch in order that cigarettes can be extinguished safely.

## Fire Emergency Plan

The Fire Emergency Plan is on the noticeboard inside the main doors and can be read [here](#).

## Emergency Exits

**Please keep all exits clear to comply with fire regulations.** Please make sure your guests are aware of their locations. They are marked on the [floor plan](#).

## **Fire Extinguishers**

These are located next to the emergency doors and in the kitchen with instructions on use. Their locations are shown on the [floor plan](#).

## **Automated External Defibrillator**

An Automated External Defibrillator is located on the outside wall of the hall adjacent to the car park. More information can be found on the [defibrillator](#) page. The defibrillator location is marked on the [floor plan](#).

## **Accidents**

Any accidents in the hall or car park should be reported as soon as practical to the Booking Clerk. Contact details can be found on the [Contact](#) page.

## **First Aid Kit**

A first aid kit is in the kitchen to the right of the serving hatch. It is shown on the [floor plan](#). Fire blankets are located next to it.

## **Tables and Chairs**

The storeroom off the main hall contains large and small tables as well as chairs. Please avoid dragging tables on the floor and return them to the store after use.

## **Parking**

Cars are parked in the village hall car park at the owners risk. The village hall will not accept any liability. The tarmacked area nearest to the hall is reserved for disabled parking.

## **Telephone**

The hall does not have a telephone. The village has reasonable mobile coverage for all operators. A public telephone (no coins) is located at the junction of School Lane and Lower Road.

## **Cleaning**

A floor sweeper, brooms, a mop and bucket and dustpans are stored in the cupboard in the lobby.

## **Licences**

The hall is authorised for live and recorded music, dance and other forms of regulated entertainment including plays and films. Under our premises licence you may serve alcohol for consumption on the premises up until 11 PM (11.59 PM on Christmas Day and New Year's Eve). The hall does not hold a licence for the sale of alcohol at events, if you will be doing this you must [apply for a licence](#).

## Computer Projector / Projection Screen

There is a ceiling-mounted computer projector at the stage end of the main hall. The screen is at the front of the stage and is lowered and raised using a remote control. Directions to the instructions for use of the projector and screen, remote controls and cables can be requested from the [booking clerk](#).

## Sound System

Directions to the sound system instructions, microphones and cables can be requested from the [booking clerk](#).

## Kitchen

The kitchen is well equipped and includes glasses, crockery and cutlery but not tea towels and cloths. Please advise in advance if you wish to use the kitchen. All breakages must be paid for. Instructions for the commercial dishwasher are located near to it. If you use it, **PLEASE DRAIN IT AFTER USE** (see instructions). For washing up, there is a hot water heater to the right of the sink. Please turn off after use.

## Playing Field / Children's Play Area

The village playing field and a children's play area are very nearby. They are reached via the path at the top of the car park alongside the allotments and a gate. These are provided by The Porcorum Recreational Area Association. The chairman is [Neil Farmer](#) – tel 01300 321011.

## Checklist for departure

As a hirer, you are responsible for:

- Leaving the premises and surrounding area in a clean and tidy condition, in particular floors, kitchen and toilets.
- Securing all doors and windows.
- Replacing any contents temporarily removed from their usual position.
- Clearing and taking away ALL rubbish.

## Reviews

We welcome your comments and feedback. Please leave a review on Google [here](#) (Google account / email required).