



# Wanstrow

## Village Hall

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### USER'S MANUAL

2013-2014



Charity no. 1131145 company limited by guarantee registered in England no. 06960261  
Registered office: Mitchell's Elm House, Wanstrow, Shepton Mallet BA4 4SN

# CONTENTS



Premises Licence

Health and Safety

Fire Risk & Procedures

Equipment Storage

Reminder list

Contacts

Feedback

## PREMISES LICENCE

*Further to the Terms and Conditions of Hire provided with the Hiring Agreement, please note:*

**Under the Licensing Act 2003 the Trustees of Wanstrow Village Hall, Frome Road, BA4 4SX, have been granted a Premises Licence which is operative as from 16<sup>th</sup> November 2012.**

### **Permitted activities:**

- 1. TO PROVIDE REGULATED ENTERTAINMENT AS FOLLOWS:** Plays, films, live music, recorded music, performances of dance and similar entertainment indoors. *Hours permitted: 12.00-24.00.*
- 2. TO PROVIDE ENTERTAINMENT FACILITIES AS FOLLOWS:** Making music, dancing, and entertainment of a similar description indoors. *Hours permitted: 12.00-24.00.* Occasional use of recorded music outdoors during a fete. *Time extension to 1.00 is permitted on Christmas Eve and New Year's Eve.*
- 3. TO PROVIDE LATE NIGHT REFRESHMENT:** Hot food and drink between 23.00 and 5.00
- 4. TO SUPPLY ALCOHOL:** Alcohol may be sold or served between 12.00 and 24.00 provided that permission is applied for on the designated form and granted in writing by the Trustees, or their designated representative, to ensure that the following LICENSING OBJECTIVES (a) to (e) are complied with:

#### **a) GENERAL**

- i) A *Refusals Register* is kept at the bar and maintained with date, time, description of person and reason for refusal.
- ii) **Challenge 25** is complied with at all times. Any customer asking for alcohol that appears to be under 25 will only be served if they can produce photographic ID to prove that they are over 18 years.
- iii) Persons that appear to be intoxicated will not be served alcohol.
- iv) Posters regarding Challenge 25 will be displayed at the premises.
- v) Posters are displayed saying "**Are you over 18?**"
- vi) All persons serving alcohol are aware of the conditions of this premises licence.
- vii) No persons under the age of 18 will sell alcohol.

**b) THE PREVENTION OF CRIME AND DISORDER:** Alcohol shall not be sold or served to any person behaving in a disorderly, rowdy or threatening manner and they shall be told to leave the premises.

**c) PUBLIC SAFETY:** External lighting outside the hall comes on automatically at dusk. Taxi numbers will be displayed for people's use.

**d) THE PREVENTION OF PUBLIC NUISANCE:** During an event all windows and doors will be kept closed except for people entering and departing. Signage will be displayed requesting that customer respect the needs of the residents and leave the premises and car park quietly.

**e) THE PROTECTION OF CHILDREN FROM HARM:** as above in 4.

## HEALTH & SAFETY - RISK ASSESSMENT

*Hirers should carry out their own risk assessment and, if appropriate, have public liability insurance.*

There are risks relating to:

- Use of the kitchen and its appliances
- Serving of food and drink
- Setting up and putting away of equipment
- Putting up of decorations above head height
- Physical activities

The full risk assessment of the Village Hall carried out by the Trustees is available from the Secretary (Tel. 01749 880841 - email [virginia@purchon.com](mailto:virginia@purchon.com))

There are guidelines relating to food handling and hygiene located by the microwave in the kitchen.

Posters outlining fire evacuation procedures are displayed near the main exit. (See next page.)

Guidelines for storing equipment are located in the big storage room with the tables and chairs.

### INSURANCE

Non-profit making groups such as charities and clubs, are covered under the Hall's insurance for Public Liability, but not for the loss of personal belongings.

Persons hiring the hall for parties or weddings are not covered by the Hall's public liability insurance.

Commercial and Local Authority hirers should have their own insurance in place.

If in doubt about what is, or is not, covered by the Hall's insurance, refer to the Secretary.

## FIRE RISK & PROCEDURES

**Live candles and ignited fireworks are not permitted inside the Hall.** In some circumstances (eg. at a dinner) tea lights in suitable containers may be allowed.

The Hall was built in 2010-11 and fulfils all modern legislation for fire hazard. The premises are inspected annually, and risks assessed by the inspecting officer. The last inspection took place on 24 February 2012. The certificate is held at the registered address below.

Fire hazard is low and therefore risk is low.

- SMOKE DETECTORS in various places trigger an ALARM in the event of fire.
- FIRE EXITS are clearly illuminated with EMERGENCY LIGHTING. Hirers are asked to draw people's attention to these at the start of an event.
- Internal doors are fire resistant and exit doors open outwards.
- Kitchen and bar hatches are fire resistant and close automatically.
- Button operated external doors and external ramps allow easy exit for wheelchairs.
- FIRE EXTINGUISHERS are situated in the KITCHEN, MEETING ROOM, MAIN HALL, FOYERS and PLANT ROOM (accessed round the back of the Hall).
- Fire extinguishers are routinely inspected.
- Window blinds are fire resistant.
- Conditions of hire stipulate that NO CANDLES, GAS APPLIANCES, FIREWORKS or FLAMMABLE SUBSTANCES are permitted inside the hall, and hirers' attention is drawn to this.
- NO SMOKING is permitted anywhere inside the Hall.
- Cooking and water heating is by electricity.

### **Procedure in the Event of Fire**

**All users of the Hall should nominate a RESPONSIBLE PERSON (or persons) to call the fire brigade and to oversee evacuation in case of fire. They should:**

1. Operate the fire alarm if it is not already sounding.
2. Evacuate the building to the nominated assembly point.
3. Call the Fire Services from the **112** emergency services no. on your mobile phone.
4. Check the premises to ensure no-one is left behind.
5. Check the number of individuals at the assembly point.
6. Attempt to control A MINOR fire using the extinguishers while awaiting the Fire Services ONLY IF IT IS SAFE TO DO SO.
7. Meet the Fire Services and inform them of the nature and location of the fire.

**Assembly point** BUS SHELTER IN THE FIELD

## EQUIPMENT STORAGE

STORAGE AREAS ARE:

- **Cupboard adjacent to the meeting room:** storage of tables, chairs, screen
- **Cupboard at the field end of the hall:** stage blocks and drama equipment
- **Cupboard at the bar end of the kitchen:** white crockery, cutlery, coffee pots
- **Cupboard to the right of the main entrance:** regular hirer's equipment
- **Sluice room opposite disable toilets:** cleaning equipment and materials
- **Cloak cupboard to left of main entrance:** visitors' coats, vacuum cleaner
- **Kitchen drawers and cupboards:** mostly labelled
- **Bar shelves:** wine and beer glasses

Do not over stack equipment. Do not stack chairs more than five/seven high. It is recommended that they are stacked in a way that they will not topple over if someone leans against them e.g. stack sideways to a wall.

All cupboards are kept locked except for the cloak cupboard.

**HIRERS ARE ASKED TO REPLACE EQUIPMENT AS FOUND**

**Please also follow any guidelines provided.**

**Please check equipment and report any damage or breakages, so that these can be made good.**

## REMINDER LIST

*We would appreciate it if you could remember to do the following before leaving the hall:*

- 1) Turn out all **LIGHTS**. (Note: only toilets, cupboards, and passages have time delays on the lights, which turn out automatically.)
- 2) In the kitchen, check that *all three* **WATER HEATERS** are turned off and ensure **DISHWASHER** is drained after use and door left open to dry the interior.
- 3) Check that the **OVEN** and all **HOB PLATES** are fully off and that no tea towels or other items are left on the hob.
- 4) Also, make sure the **BAR LIGHT** has not been left on in error. It cannot be seen when both the door and the front are shut. It is the left hand of switches by the fridge.
- 5) Before locking the front door, make sure the **SIDE** and **PATIO DOORS** are locked.
- 6) Please report any **ACCIDENTS** or **BREAKAGES**.

Thank you for your attention to these matters.

Keeping the electricity bill down helps us to keep the hire costs down.

## CONTACTS

The persons listed below, having been duly elected, have agreed to act as Trustees of the above charity for the period 21st May 2013 until their due date of resignation.	
<b>Bob Sargent (Chairman)</b> Brook House, Mead Lane, Wanstrow BA4 4TF Tel: 01749 850 654	<b>EMERGENCY CONTACT NO. 1</b> <b>01749 850 654</b>
<b>Linda Stevens (Hirings Secretary)</b> Woodbine Cottage, The Street, BA4 4TE Tel: 01749 850 659	<b>EMERGENCY CONTACT NO. 2</b> <b>01749 850 659</b>
<b>Carole Tonkinson (Vice Chairperson)</b> Fernwell, The Street, Wanstrow BA4 4TE Tel: 01749 850 435	<b>EMERGENCY CONTACT NO. 3</b> <b>01749 850 435</b>
<b>Virginia Purchon (Secretary)</b> Mitchell's Elm House, Wanstrow BA4 4SN Tel: 01749 880 841 <b>Hall mobile: 07926 883813</b>	
<b>Ann Andrews (Treasurer)</b> Kennel Cottage, Mead Lane Wanstrow, BA4 4TF. Tel: 01749 850 229	
<b>Helen Johns</b> Rock House, The Street, Wanstrow BA4 4TE Tel: 01749 850 531	



## END OF HIRING REPORT

We hope you have enjoyed your event and that the Hall has been a good venue for you. We have provided the check list below to help you to shut up the Hall safely and securely at the end of your hire. Please also use this form to tell us how we could improve the Hall, and let us know of any problems you have encountered.

### Check list for closing the Hall

- |                                                                              |                          |
|------------------------------------------------------------------------------|--------------------------|
| All windows closed (including toilets and kitchen)                           | <input type="checkbox"/> |
| The three outside doors are locked – and <u>both</u> patio doors are secured | <input type="checkbox"/> |
| Kitchen water heaters are off (solar heater and hot water dispenser)         | <input type="checkbox"/> |
| Bar is locked and light is off                                               | <input type="checkbox"/> |
| Both roller shutters are closed                                              | <input type="checkbox"/> |
| Hall is clean and tidy                                                       | <input type="checkbox"/> |

**Please tell us what you liked about the hall or of any improvements you would like to see:**

**Please list any problems, faults or breakages**

Where did you hear about the hall?

Website/word of mouth/personal recommendation/picked up a leaflet/live locally/other (specify)

Name .....

Signed .....

Please return this form, along with your keys, to the Hirings Secretary.