Dinton Village Hall, Bratch Lane, Dinton, SP3 5EB
Registered Charity number: 305502
www.dintonvillagehall.co.uk

Information on hiring Dinton Village Hall

Opening and closing the village hall
Village Hall keys are kept in a key safe box, the code of which will be provided by the Hall Manager. The keys must be replaced in the key safe box on exit of the Hall.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone 07561203295 in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the village hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Electric:
Please be aware the external hookups or misuse of the Village Hall electricity is not permitted by the Village Hall committee unless agreed in advance.
If agreed in advance by the committee or any external hook ups found will incur an additional fee based on estimated electric usage.

Safety
The Village Hall has a No Smoking Policy.

In the event of a fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the fire exits, and fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the following page).

Please use the trolleys provided for moving chairs and tables to avoid injury. It is the Hirer's responsibility to ensure tables and chairs are returned to their designated place of storage after use.

- **Main Hall** – tables (stacked face to face) and chairs (stacked to a maximum of seven) to be returned to the storeroom, located off the Main Hall
- **Small Meeting Room** – two tables and 20 chairs (stacked to a maximum of seven) to remain in the room

Please note that if the furniture is not replaced in line with the guidelines a charge will be made.

The Village Hall's health and safety file is kept with the Hall Secretary and available at the Hall in the kitchen.

November 2024

A first aid box and accident book are in the kitchen.

Car parking
The lane leading to the Village Hall is a public road and this must not be obstructed. The Village Hall car park will accommodate 52 cars plus four disabled driver spaces when they are parked in designated spaces. The overflow car park opposite the turning for the Village Hall will accommodate at least 100 cars. Cars are not permitted to park on the grassed area surrounding the hall or outside any designated space.

Consideration for others
Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please leave the Village Hall clean and tidy and take waste home.

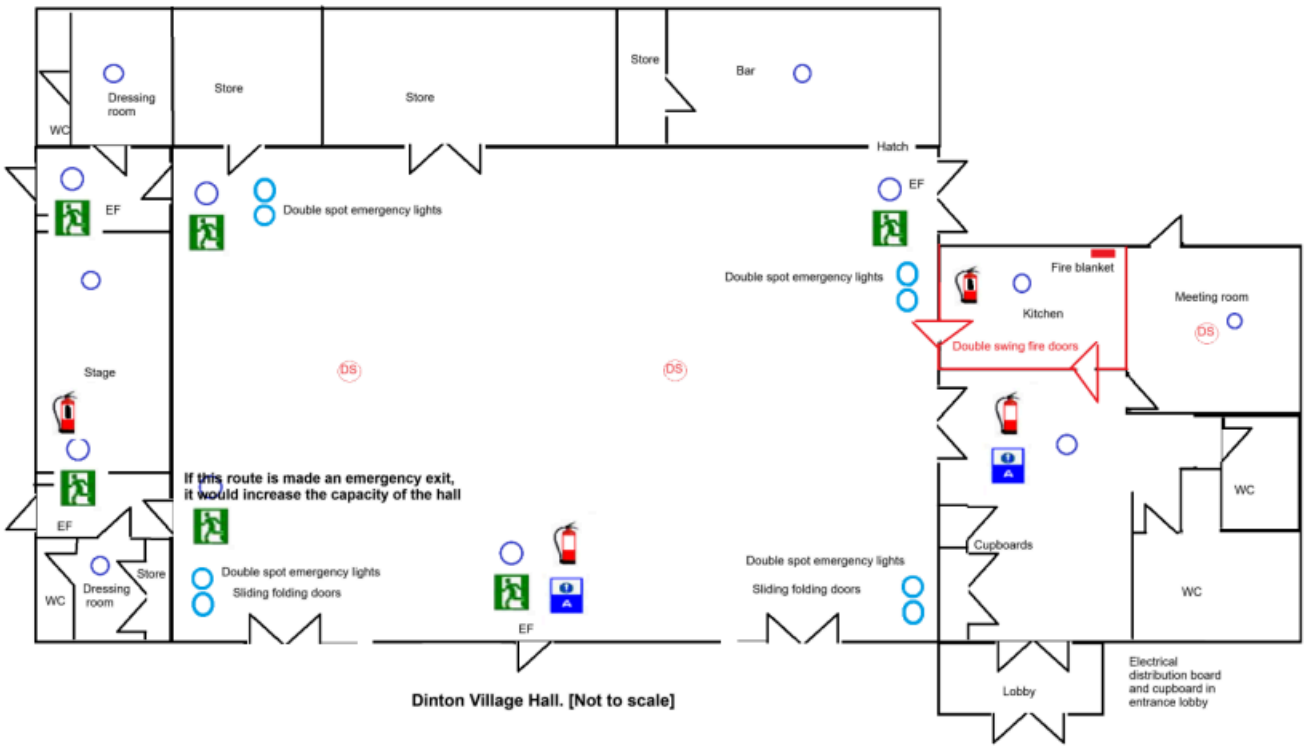
Faults/damage/comments
Please report any faults or damage to the Hall Manager as soon as possible so that they can be rectified quickly. The Committee members welcome comments or observations that you may have about your hire of the Village Hall.

Fire Assembly Point and location of fire equipment for hirers

The fire assembly point is in the main car park and is clearly signed.

THE REGULATORY REFORM (FIRE SAFETY ORDER) 2005
Fire Risk Assessment

Dinton Village Hall



Dinton Village Hall. [Not to scale]