

Compton Village Hall Information for Hirers

3 November 2022

Payments and Deposits

You will receive an invoice 4 – 6 weeks before your event and this should be paid no later than 14 days prior to your event. We do not normally charge a deposit but you are responsible for the cost of any damage caused or additional cleaning needed.

Hours and Capacity

The Hall may be hired from 0730 to 2330 (2300 on Sunday). The number of people in the Hall must not exceed 150 standing, 130 seated theatre style or 80 seated at tables. The Committee Room will seat 15.

Access and Keys

Access to the Hall is via the back door. The keys are kept in two coded boxes marked A and B near the back door. You will be told the code and the box to use, by email, before your event.

To get the key pull down the key box cover. Dial in the four-digit number. Press down on the black bar and the box will drop open. Take the key and close the box. Unlock the door. Do not leave the key in the door. There is a thumb turn on the inside of the door if you wish to lock the door when you are inside.

When exiting, to lock the back door first lift the door handle upwards to engage the latch. Then turn the key to lock the door. Check the door is locked. Return the key to the key box. Close the box and scramble the number wheels so it is secure.

The key must be returned to the key box immediately after the period of hire. It may not be retained overnight.

The foyer door, front door and fire doors are all operated from inside the Hall by push bars. No key is required. Internal doors in the Hall are normally left unlocked. There is a key cabinet in the kitchen, to the right of the door into the Hall. This box contains keys for various doors and cupboards as marked. If you use them, please be sure to return them to the cabinet.

Lights

The main panel of light switches is in the corridor behind the stage. The switches on the panel operate the main Hall ceiling lights and other inside and outside lights. The square wall lights in the main Hall are operated from a dimmer switch on the window sill of the left hand Hall window. Other lights are operated by switches in each room.

Emergency Lights

All areas have emergency lights that automatically come on in the event of a mains power failure. There are also four emergency 'EXIT' lights above the fire exit doors. When using the Hall at any time, but particularly after dark, you are required to switch on the emergency exit lights when the Hall is in use. This is a requirement of Guildford Borough Council. They are switched on with switches near the lights using a 'fish tail' key kept in the key box in the kitchen. To switch on, insert the fish tail key and press down. To switch off insert key and press up.

Rubbish

You must remove from the premises all recyclable items used during the period of hire, e.g. bottles, cans, plastic, paper, cardboard, food waste. Other rubbish intended for landfill, including nappies, must be secured in black plastic sacks and placed in the bin provided outside the back door. If the bin is full, you must remove excess rubbish and dispose of it. Guildford Borough Council will only remove black sacks placed inside the bin. Failure to do this may result in an additional charge. There is a supply of black plastic sacks in the broom cupboard in the kitchen.

End of Hire

The hirer is expected to leave the Hall in a clean and tidy condition, with rubbish removed and all furniture returned to its original position. It must be left in a fit state for the next hirer. Failure to do this may result in an additional charge.

- Return furniture to the original stacks. Please use the chair trolley to move stacks to prevent damage to the floor.
- Wash, dry and put away any crockery or cutlery used.
- If used, empty and clean out the fridge, clean the cooker and hob.
- Ensure toilets are flushed and tidy. Nappies should be properly wrapped and disposed of in the outside bin in a black sack. Paper towels can be left in the waste bins for the cleaners to dispose of.
- If the main Hall floor requires sweeping, this is best done using the large cotton floor sweeper kept in the back entrance lobby. If mopping is required please follow the instructions posted in the kitchen.
- If required, sweep and mop the kitchen floor.
- Mops, brushes etc will be found in the broom cupboard in the kitchen. A vacuum cleaner is kept in the cupboard in the Committee Room.

Vacating the Hall

The hirer is responsible for leaving the Hall secure and safe.

- Turn off heaters, including, if used, the kitchen fan heaters.
- Ensure cooker, hob and extractor are switched off.
- Check toilets to make sure all taps are switched off.
- Check and close windows. Leave curtains open.
- Secure the entrance doors, foyer doors and fire doors (make sure the bars engage in their keeps).
- Turn off all lights, including the emergency 'EXIT' lights.

Exit the back door, lock and check the door, return the key to the key box, scramble the code.

First aid

There is a First Aid Box on the top shelf of the broom cupboard in the kitchen. Please make a note in the comments book if you notice any shortages.

Fire

The Hall does not have a fire alarm. If a fire is discovered:

1. Raise the alarm by shouting "FIRE" to alert all occupants
2. Leave the building and assemble by the bus stop to the right when leaving the Hall
3. Call the Fire Brigade on 999 or 112. The Hall post code is GU3 1EG.

There are smoke alarms in the kitchen and the Committee Room.

In the event of a fire, users of the main Hall should check that Committee Room users are alerted. Hirers of the Committee Room separate from hirers of the main Hall should ensure that the main Hall user is aware that the Committee Room is in use.

If disabled or wheelchair users are admitted to the Hall, it is your responsibility and that of the disabled person's assistant to ensure they are safely evacuated.

Fire extinguishers are located in the Hall, on the stage and in the kitchen. These may be used, if safe to do so, but only after the Hall has been evacuated.

Maintenance and Safety Concerns

Any outbreak of fire or any release of fire extinguishers, must be reported immediately to the Booking Secretary. Other urgent problems should also be reported to the Booking Secretary on 07791 209 408. Failing this, other Trustee contact numbers are displayed in the notice board outside the front of the Hall. Minor problems and routine maintenance should be recorded in the black comments book next to the water heater in the kitchen.

Heating

There are gas heaters in the main Hall and in the Committee Room. The heaters are turned on with a switch (that looks like a light switch) to the right of each heater. The heaters are controlled by thermostats. It should be noted that the fans continue to blow out heat for about 20 minutes after the heater has been switched off. Do not place anything against or on top of the heaters. Please ensure the heaters are turned off when leaving the Hall.

Electricity

The main electricity switch is in the padlocked cupboard below the notice board in the entrance foyer. The key is in the key cabinet in the kitchen. In and above the cupboard are consumer units with RCD safety trip switches. The kitchen has its own consumer unit with RCD safety trip switch, in the broom cupboard, top shelf.

Electrical equipment brought into the Hall should carry an up-to-date PAT (Portable Appliance Testing) label. This test can be carried out by a qualified electrician.

Water

The gas water heater in the kitchen supplies only the kitchen sinks. The heater turns on automatically when hot taps are used. Please do not interfere with the heater controls or switch it off. The main water stop tap is in the cellar, under the Committee Room, accessed outside from the black door on the end of the Hall. Within the cellar, the tap is in the right hand void against the far wall. There is a second water stop tap in the men's toilet to the right of the toilet pan.

Gas

The gas stop cock is in a cupboard to the right of the men's toilet door from the foyer.

Bouncy Castles

Bouncy Castles or similar inflatable play equipment may be used in the Hall. The hirer is responsible for arranging insurance with the supplier and for the safe operation of the equipment. The Hall does not have insurance for inflatable play equipment.

Furniture and Equipment

12 large tables 180cm x 70cm, 12 small tables 90cm x 70cm, 94 upholstered chairs, 21 moulded plastic chairs, step ladders, an upright piano, a baby changing unit is located in the ladies toilet. The Hall has basic crockery and cutlery etc for approximately 100 (50 only cups and saucers). If you intend to use this resource you should check, in advance, that there is enough for your needs. The Hall does not supply glasses or tea towels. Washing up liquid and cleaning equipment is supplied.

Alcohol

The Hall has a Premises (Alcohol & Entertainment) Licence as required under the Licensing Act 2003. A copy of the licence is displayed in the Hall entrance lobby. The Managing Trustees are legally responsible for compliance with the Licence requirements and therefore must be satisfied that any event including alcohol is well managed.

Alcohol may only be sold when a 'Personal Licence Holder' (PLH) is present. The Hall has nominated certain Trustees to be a PLH and they should normally be present at an event when alcohol is sold. However, with the agreement of the Booking Secretary, a Hall PLH may delegate a responsible person, for example the event organiser, to sell alcohol at an event. That person will be responsible for ensuring that all licence conditions are complied with, including completion of a written event log which is kept in the bar.

The following is a summary of the main conditions that apply:

- These conditions apply whenever alcohol is sold in any form, for example by raffle ticket, donation or included in the price of a ticket as well as at a cash bar.
- These conditions do not apply where alcohol is given away, for example wine at a family party.
- Any person selling alcohol must be over 18.
- It is an offence to sell alcohol to anyone under 18. Bar staff may refuse to serve anyone who looks under 18 and cannot show photo ID to prove otherwise.
- Alcohol must not be sold to a person who is intoxicated.
- Young persons (16-17 years old) may consume wine, beer or cider at a table meal when accompanied by an adult at the meal.
- A written log must be kept when alcohol is sold including details of any alcohol related incidents at the Hall.

Safeguarding

The Hall Safeguarding Policy may be viewed at www.compton-surrey.co.uk/compton-village-hall

Data Protection

The Hall Data Protection Policy may be viewed at www.compton-surrey.co.uk/compton-village-hall

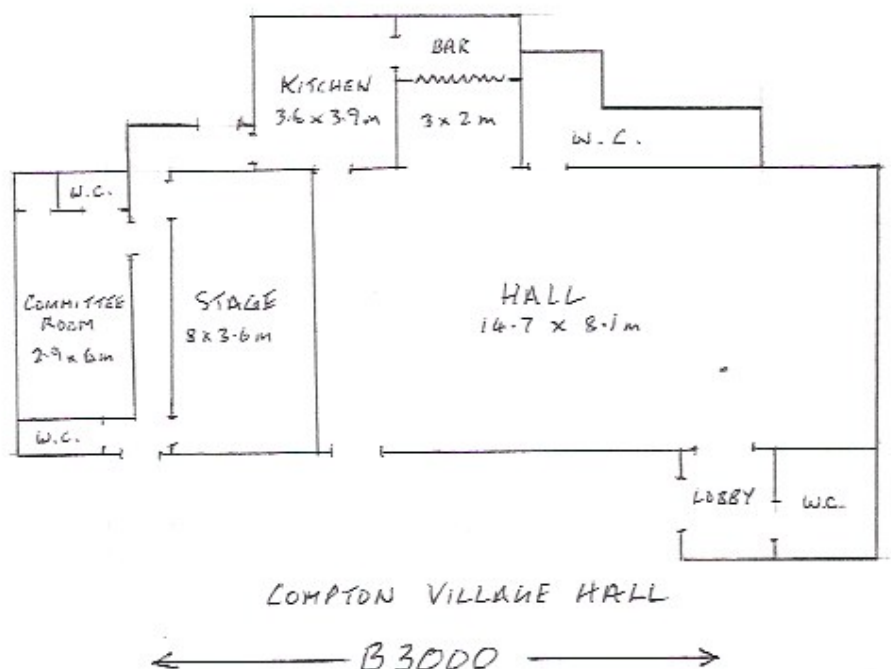
Wheelchair Ramp

All of the entrance doors into the Hall involve at least two steps. There is a portable wheelchair ramp kept in the entrance foyer that can be used at either of the front doors.

Parking

There is a public lay-by in front of the Hall with space for about 12 cars. Please do not park cars on the forecourt or pavement or block the entrance to adjacent properties.

Plan of the Hall



Dimensions are approximate, if these are crucial to your event please check!