



Westleton Village Hall Charity No 1164038

Hall users are asked to familiarise themselves with this advice.

Welcome to Westleton Village hall.

The Westleton Village Hall Trustees have to meet the requirements of its Premises Licence. This advice is primarily intended to help those who are running public events support the Trustees in meeting those requirements. Private hirers and clubs or societies should also take note of this advice, as they are also required to use the hall in a safe manner.

Two stewards should be appointed for any events when up to 100 people are present. One additional steward should be appointed when there are more than 100 people are in the hall.

Access for wheelchair users

Level access is via the front door. There is a disabled toilet just off the main hall.

If there is an emergency

Users should familiarise themselves with the emergency procedures, located on the hall noticeboard and with the plan of the building. They should also note the positions of; *Emergency exits, Emergency lights, Fire alarm points, Fire extinguishers, fire blankets and First aid kits.*

Users should be aware of any special needs of disabled or other people in the event of an emergency.

There is a telephone in the main hall that will allow people to make outgoing calls. This telephone should be used to contact the emergency services or any other help you need.

When the hall is in use;

All emergency exit lights should be on.

Seating

All tightly packed seating must be interlinked in not less than 4 but not more than 14. Gangways not less than 1100mm (44in.) wide must be maintained leading directly to the exit doors.

Heating

The heating in the main hall is controlled by timers and thermostats. The thermostats should be set at the same temperature and returned to 15C at the end of the session. The timers will be set for daytime use. If heating is required in the evening use the right hand button to switch to 24hour use and reset the timer to daytime use at the end of the session.

The heating in the consulting room and the foyer is controlled by under-floor heating; please do not attempt to change the settings. The heating is supplemented by two thermostat controlled radiators at either end of the foyer; these can be used to give a quick boost when necessary. See separate instructions for operation of heating systems.

The Street, Westleton, Saxmundham, Suffolk, IP17 3AD

www.westletonvillagehall.co.uk





Insurance

The Insurance Policy held by the Village Hall Committee includes cover for hirers' liability. Organisations, groups or individuals who hire the hall should ensure that they have any insurance cover they need. Details of the cover available under the hall policy are available on request (see contact numbers below).

Food Safety

Users and hirers of the hall should ensure that they understand and meet the requirements of current food safety regulations.

General Safety Policy

Users and hirers of the hall should ensure that they understand and meet the requirements of current health and safety regulations. A copy of our risk assessment is available on request.

Policies on Equal Opportunities and for the Protection of Children and Vulnerable Adults

A copy of this policy is displayed on the notice board in the hall corridor. Users of the hall are expected to abide by these policies.

Contacts

In the event of difficulty please contact;

Annie Groves - Centre Manager 01728 648354

John Shepherd – Chair of Trustees 01728 649099

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