

# Doveridge Village Hall

## Hirers' Information Sheet

'The Committee' means Doveridge Village Hall Management Committee.

### 1. The Hall

Address: Sand Lane, Doveridge, Derbyshire. Post Code: **DE6 5JQ**.

Telephone: No phone in Hall. Nearest public phone 70 yards (63 metres) turning left from front door.

Accessibility: Fully accessible to disabled persons – all rooms are on the ground floor.

Toilets: One disabled unit, ladies (with baby changing facility) and gents, all with hot running water.

### 2. Car Parking Spaces

At the Hall: 12 cars & 1 space for disabled driver next to the main front entrance.

Within 100 metres: 30 cars can be parked on the forecourt of the former petrol station, next to the roundabout at the junction of Sand Lane and Derby Road. The adjoining field may also be available for more cars.

### 3. Collecting Keys & Opening Up

Collect keys from the Key Safe, on the outside wall to the left of the main entrance door. The Bookings Secretary will give you the combination number – which will be changed from time to time, for extra security. There are 2 Yale type keys for the front door and rear door into the meeting room/kitchen, plus a key for the storage shed at the back of the Hall.

### 4. Electric Light & Appliance Switches

All switches are clearly labelled. Switches for the foyer and one pair of lights for the main hall are to the left of the swing doors in the foyer. If entering by the meeting room the light switch is left of the entrance door.

### 5. Electric Power Sockets – 13 amp. D = Double socket. S = Single socket

Foyer - 2D, Main Hall - 3D & 1S, Bar – 1D & 1S, Back of Stage – 4D, Separate Stage Circuit (on wall by bar) – 4D, Kitchen – 2D (1 over lowered worktop) & 1S and Meeting Room – 3D.

### 6. Electric Switch in Kitchen Cupboard – to the right of the cooker/heating cabinet

The switch for the water heater in the Bar is on the left hand wall of the left hand cupboard.

### 7. IT Connections in Meeting Room and free WIFI

There is a ceiling mounted projector and a pull down screen in the Meeting Room. The cables, to connect a laptop computer to the projector, and a remote control are provided. WIFI is also available in the building. The password (key) is near to the router, on the wall next to the emergency exit door in the meeting room.

### 8. Chairs & Tables

**Main Hall** - 90 upholstered stackable chairs, 5 wooden armed chairs, 8 large tables and 20 small tables.

**Meeting Room** – 4 large tables are stored in a cupboard near the side entrance door.

**Storage Shed** – 100 hard plastic stackable chairs and 9 large tables. Please use a chair trolley.

### 9. Air Conditioning (Aircon)

The Hall has air conditioning in the foyer, main hall, kitchen and rear meeting room. All wall units are switched on and off by a hand held controller (zapper). **There are 2 zappers in the kitchen – ONE FOR HEATING (RED) AND ONE FOR COOLING (BLUE) IN HOT WEATHER.**

There are just 3 buttons on the zappers – ON/OFF  and temperature up ▲ and down ▼.

The recommended temperature is 21 - 23 °C (70 - 73°F) all year round.

### 10. Turning Air Conditioning On – in either heating or cooling modes

1. Aim zapper at any wall unit, push ON/OFF button to show set temperatures - 21 °C for heating and 18 °C for cooling in hot weather.
2. Blue symbol on wall unit will flash for a few minutes until its exterior unit is ready.
3. Move to each wall unit in turn, pressing the ON/OFF button twice.
4. When blue symbol stops flashing warm air will blow from the wall units. When the blue symbol **dF** shows the exterior unit is 'defrosting' and is quite normal. This happens more often in cold weather.
5. The temperature of each wall unit can be altered (up or down) independently at any time.

### 11. Turning Air Conditioning Off

1. Aim zapper at any wall unit and push ON/OFF button once.

2. Move to the other units in turn pushing the ON/OFF button twice at each one.

## 12. Kitchen Equipment

The catering standard kitchen has stainless steel worktops and cupboards throughout and the following appliances:- electric oven with ceramic hob and extractor hood, hot cupboard, fridge, industrial dishwasher (cycle time just 3½ minutes), Hydroboil and kettle.

**Hot Water** for the three sinks is supplied by electric water heaters, in the cupboards underneath. Check that the isolator switches, on the walls above, are switched on before you draw any hot water.

**Crockery, Cutlery and Glasses.** 100 sets each of knives, forks, spoons, tea spoons, dinner plates, side plates and assorted glasses (wine, half pint and pint glasses) are available for hire. **PLEASE REPORT ANY MISSING ITEMS AND ANY BREAKAGES to the Bookings Secretary.**

**PLEASE BE AWARE** that if you are preparing, serving or selling food you must observe all relevant food health & hygiene legislation because **YOU** will be responsible for any outbreak of food poisoning!

## 13. Licences – alcohol and entertainment

The Village Hall Management Committee holds a full premises licence which permits the use of copyright music in any form (record, compact disc, tapes, radio, television or by performers in person) and the sale and consumption of alcohol.

If alcohol is to be consumed, in any form, or you are unsure about your licensing requirements you **MUST** discuss this with one of our Licence Supervisors – details below.

## 14. Public Safety

**Smoking** is not permitted anywhere inside the Hall.

**Fire Exits and Fire Alarm Notices.** Please ensure that all your guests know where these are and what to do in the event of a fire – see notices near the whistles. If you need to evacuate the building one person **MUST** stay by the front entrance doors to make sure that **BOTH** doors are held open.

In the event of any fire **call the Fire Service immediately on 999**, quoting the post code **DE6 5JQ**. Blow a whistle and direct guests to the emergency exits and gather outside the Hall

**Fire Extinguishers** are located in the foyer, on the wall to the right of the stage and by the emergency exit door in the meeting room/kitchen.

**First Aid Box** is in the kitchen next to the emergency exit door.

**Reporting Accidents:** All accidents must be recorded in the Hall's Accident Book, held located next to the First Aid cabinet in the kitchen area.

## 15. Clearing Up after Your Event

You are responsible for clearing away all equipment used and making sure the Hall is left secure and in a clean and tidy condition – as it was when you came in. If not, part or all of the '**Good Care**' deposit may be withheld by the Committee. Please refer to the **Hirers' Closing Checklist**.

The booking period allows an extra half hour to clear up and vacate the Hall.

**Outside Bar and Catering Staff** must be made aware of the hire period because all food and bar supplies **MUST** be removed from the premises before locking up.

## 16. Contacts

**Booking Queries: Bookings Secretary:** Rosemarie Fleming, 'Ashlea' Chapel Green, Doveridge, Derbyshire. Tel: 01889 568312. Email: rosemariedvhbooking@gmail.com

**Licensing Queries: Licence Supervisors:**

**Tony Morley**, 'Loxley' 9 High Street, Doveridge, Derbyshire. DE6 5NA. Tel: 01889 562728.  
Email: morley2001@hotmail.com. or

**John Ward**, 29 Waterpark, Doveridge, Derbyshire. DE6 5NU. Tel: 01889 567522.

**Emergencies, Breakdowns & Practical Matters**

Hall Supervisor: John Ward. Tel: 01889 567522. Mobile: 07743 931402

Treasurer: Tim Scott. Tel: 01889 563570. Mobile: 07812 064279.