



Ranworth Village Hall

Broad Road

Ranworth

NR13 6HS

Hall Hire & User Guide

PLEASE DO NOT REMOVE FROM HALL

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1. Emergency contacts

Please note the hall is run by a team of volunteers so you may have to try a couple of numbers before you reach someone who is available.

- Ness Hall – 01603 270474
- Maria Snelson – 01603 270331
- Barry Clark – 01603 270126
- Sophie Conroy – 01603 270383

2. Unlocking

There is a key safe located on the wall of the brick store.

The will be provided prior to your booking. The keysafe contains 2 keys for the front entrance. The large key for the outer door and the small key for the inner door.

If required, the keys for the kitchen door, and the brick shed are hanging on the notice board in the kitchen.

3. Power and lighting

Lights for the hall and porch can be turned on by the 2 banks of 4 switches on the wall to the left of the stage. Please ensure all lights are turned off when leaving the hall.

All the other electrical circuits for power and heating etc. are left off and can be reinstated as required by the circuit breakers in the main distribution board also located to the left of the stage. Please ensure all circuits except circuit 2 (toilet lights) are turned off when leaving the hall. The circuits are clearly identified on the list within the distribution board.

Please only use the IR heaters located on the beams above the hall and only sufficient for your needs. Please ensure these are all turned off at the distribution board when leaving.

4. Cooker

Once the kitchen the circuit breaker for the sockets have been turned on the cooker is simple to use but it is old and takes some time to heat up and cool down so please be patient.

5. Dishwasher

Dishwasher tablets can be found under the sink. Once the kitchen power is turned on, press the on/off switch, choose the relevant programme and close the door. The dishwasher will beep once the programme has finished.

6. Tables and Chairs

- Grey plastic tables - turn on their side and pull the metal rings to secure the legs.
- Medium wooden trestle tables – should also be turned on their side and the wing nuts slackened to extend the legs.
Re-tighten wing nuts
- Larger wooden trestle tables – assemble the leg frames then lift the table top onto the legs.

Note – all tables should be dismantled and put back once you have finished in the hall.

7. Toilets

The toilet lights are fed from circuit 2 which should be always on to maintain the emergency lights. The lights can be turned on/off via the switch inside the door to the right of the stage.

Spare loo roll and blue towels can be found either in boxes on the floor of the disabled loo, or in the main cupboard on the wall.

The key to open the towel dispensers is hanging in the cupboard in the disabled loo. They unlock from the top.

8. Refuse and Waste.

Please use the general green waste wheely bin outside the brick shed. Note we have no recycling facility so please take away all recycling waste with you when you leave the hall.

9. Leaving the hall after use.

- Ensure toilets are in a clean state, taps off etc and empty the bins.
- Empty fridge and leave the door open.
- Empty the dishwasher and leave the door open.
- Take away recycling, the hall has no facility for recycling.
- Empty bins, including toilets, and put into general waste wheely bin (green), outside the brick shed.
- Generally tidy up the hall.
- When leaving the hall please ensure all windows and doors are shut and the curtains drawn.
- Ensure all the lights and circuits for heating and power except circuit 2 are turned off..

- Please ensure the doors are locked and the keys returned to the keysafe and the numbers scrambled.

6. Further Terms and Conditions of Hire

Applications

The hire agreement form should be completed and returned to the booking secretary. All Hirers must be aged 18 or over and will be responsible for complying with the terms of the agreement.

Capacity and parking

- The hall is insured for 500 people, however the following is recommended inside for comfort and safety:
 - o 125 people standing/ dancing or closely seated audience
 - o 90 people at seats and tables
 - o 200 for combination of above.
- There are 2 places at the rear of the hall on the left hand side of the drive for loading/unloading.

All parking for the village hall is located in the field between the church and the village hall. This is by kind permission of the church. Users are to ensure that all gateways and drives are kept free for access and to minimise impact on local residents and that people park responsibly.

Safety and Fire Prevention

- No smoking is permitted in the Village Hall.
- No fires or barbecues should be lit in the vicinity of the hall and no combustible material kept or used in the hall (a small barbecue is permitted in front of the outbuilding **with permission**).
- All doors/ exits should be unlocked including the double doors. Ensure there are no outside obstructions to the exits and emergency exits and test that they open correctly and without difficulty.

- Emergency exit lights are to be switched on whilst the hall is in use. Ensure self-illuminated exit signs and exit lights outside are operating.
- Ensure the layout of tables, chairs and equipment does not obstruct exit routes.
- Identify the location of the fire extinguishers and make sure they are unobstructed. They are positioned by the main entrance door to the hall and the entrance to the kitchen. A fire extinguisher and fire blanket is also provided in the kitchen.
- A first aid box is provided in the kitchen and the disabled toilet.

The hirer shall be liable for damages to or loss of equipment or premises if this is as a result of negligence on the part of the hirer. Businesses are advised to have appropriate Public Liability insurance. Any issues found by the hirer should be reported as soon as possible to the booking secretary.