

ASHORNE VILLAGE HALL: INFORMATION FOR HIRERS (May 2019)

Location: 52° 13' 00"N, 01° 33' 20"W

Postcode: CV35 9DR on C167 in centre of village. Mobile phone signal is very weak and may be better at the top of the drive.

Nearest A and E dept: Warwick Hospital, Lakin Rd, Warwick (5.2 miles)

Dimensions: Main Hall floor area 41'x 24.5' walls 9'8"high, 13'8" to apex

Committee Room 16.5'x8'

Tables; 8 large 6'x2'3", 4 small 3'x2'3". Chairs: 50 with padded backs and seats, 50 plastic

Capacity (fire regs) Music, singing, dancing 160, close seated audience 160 (in reality 100), seated at tables 80, dancing with tables and chairs 60.

Hours of operation: The hall must be vacated by midnight (11.45 on Saturdays)

Access: the key to the main doors is located in the key safe to the right of the door. The code is 1983 (as on the foundation stone below). Please lock up and replace the key in the safe at the end of your booking

Breakages: Any breakages of Hall equipment should be noted in the book in the drawer in the committee room and any non-functioning equipment should be reported to Chris Thornton, 1 The Green, 01926 651436 and also noted in the book. All breakages must be carefully wrapped and disposed of in the bins located outside the fire door in the kitchen.

Cleaning: The hall is cleaned every three weeks. Please sweep the main hall and mop the entrance hall if necessary. Brushes and mops are kept in the store. Please ensure that the whole building is left clean for the next hirer and report any concerns about cleanliness to AVH

Contact: Chris Thornton or any of the AVH Committee members whose details are on the noticeboard in the porch.

Fire Appliances and Exits: A map is provided showing location of fire appliances and fire exits. A clear passageway of at least 4ft (1.2m) must be left in front of all fire exits at all times.

Heating: Heating in the committee room is included in hire charge and the heaters are on a timer. Main hall heating is metered. £1 coins are needed for meters in cupboard in committee room. Please ensure this cupboard is kept closed. In emergency the mains switch is in here. The upper heaters in the main hall give radiant heat, useful for quick warming. Some of the lower heaters, which give background heat, are programmable. Do not put flammable materials e.g. decorations near upper heaters and ensure lower heaters are not covered.

The heating in the toilets is included in the hire charge. Each press the control button gives 15 minutes of heat. Maximum 1 hour.

Water Heating: Included in the hire charge. The switch directly opposite the kitchen door is used to heat water in the kitchen and toilets and the switch by the committee room sink heats water for the sink. Please ensure all hot water switches are turned off before you leave.

Kitchen Equipment: Two fridges and two cookers are available to hirers as well as kettles and a water heater. Please replace all crockery, cutlery etc in the correct place. If you use the tablecloths or tea towels provided please wash and return them as soon as possible.

Lighting: Dimmer switches for the wall lights in the main hall are located in the entrance hall to the right of the doors to the main hall. Switches for the main hall ceiling lights are located by the kitchen door.

Please ensure ALL lights and water heaters are off before leaving the building.

The outside lights must be switched on during the hours of darkness. The switch is to the right of the committee room door

There are PIR lights outside the fire door in the kitchen to light the way to the bins

Projector Screen: Situated on the rear wall of the main hall. To operate, pull down using the extendable pole which is kept on the door frame of the kitchen fire door. To retract the screen after use, pull down sharply and release immediately.

Parking: Please leave both the driveways free as our neighbours require access

Record book: A record book for breakages etc and The Health and Safety Log Book are located in the drawer in the Committee Room under the sink.

Rubbish / Waste bin Please empty the kitchen bin. The rubbish bins are located outside the rear of the kitchen and can be reached by the passageway to the left of the hall or by the kitchen fire door

Store: Tables and chairs are located here. Please return after use. The light switch is on a push button timer and will go off automatically Access to the upper level is strictly reserved to authorised members of AVH.

Supplies: Replacement toilet rolls and paper towels are kept in the cupboard in the disabled toilet. Washing up liquid, kitchen rolls etc. are kept in the cupboard under the sink in the committee room.

Please let us know if we have missed anything from this list or you think it is inaccurate

LOCATION OF FIRE EXITS AND EQUIPMENT

