

QUENINGTON VILLAGE HALL: CHECK LIST FOR HIRERS

Please ensure you have **read** the Terms and Conditions of Hire, and **know the location** of the:

- the *Accident Book*
- the *Health & Safety* file.

Fire safety and evacuation

Please make yourself familiar with the emergency procedures and site plan displayed on the noticeboard inside the hall. All the exits are clearly marked.

Accidents

- In an emergency, call 999
- Hospitals with Accident & Emergency Departments are 15 - 20 miles away
- The nearest Minor Injury & Illness Unit is at Cirencester hospital (0300 421 6351)
- The nearest doctor's surgery is in Keble Lawns, Fairford, GL7 4BQ (01285 712377)
- The First Aid Kit is in the kitchen – on the work surface, in the far-right corner
- Record any accidents on the forms provided, and report any incidents to a Trustee

To minimize risks

- Emergency exits are to be kept clear throughout the hiring
- Do not obstruct fire-extinguishers - notify committee if one is discharged for any reason
- Check for slipping and tripping hazards
- Do not exceed the capacity of the hall (90 people seated in rows, 120 standing)
- For seated audiences, have a central aisle (minimum 1.0m) – 5 chairs one side, 4 the other
- Do not bring onto the property any portable electrical appliances which have not been properly tested
- Do not leave electrical appliances operating while unattended
- Use the sack truck in the store room when moving heavy items
- No children should be in the kitchen unless under close supervision
- Avoid over-crowding in the kitchen
- Do not use items stored in cupboards by user groups, without their express permission

Dishwasher

This is located under the counter between the twin sinks. Dishwasher tablets can be found under the righthand sink. Please:

- follow the instructions which can be found on the work surface above the dishwasher
- rinse heavily stained crockery before loading the dishwasher
- avoid putting any strain on the open door
- check and empty the drain before leaving
- ensure the dishwasher is empty before leaving and all crockery returned to the appropriate place in the cupboards.

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Audio-Visual Equipment

Instructions for use are on the inside of the cupboard door. Although audio/visual equipment is provided, you may need to provide your own computer connections - only use it if you have had some instruction, or really know what you are doing!

Carpeted areas

If you spill anything on the carpet, please clean immediately with a damp cloth & warm water, mopping up any excess moisture. There is some carpet cleaner under the right-hand sink. If the stain remains, please inform the committee at queningtonvillagehall@gmail.com

Curtains

Please take care and use the attached rods to open and close them. Please leave open at the end of your event.

Parking

Please use the car park where possible, and avoid parking on the green spaces in front of the hall.

For large events, please gain permission for using the green from Quenington Parish Council (queningtonpc@gmail.com)

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END OF SESSION CHECK LIST

- **Cooker** and hot food holder OFF
- **Kettles** EMPTIED and UNPLUGGED
- **Audio/ visual equipment** OFF
- **Lights** OFF (except security lights)
- **Taps** OFF
- **Internal doors** CLOSED
- **Windows and outside doors** CLOSED
- **Rubbish & recycling** REMOVED
- **Toilets** FLUSHED
- **Hall** CLEAN & TIDY (sweep or vacuum if necessary)
- **Chairs** STACKED on trolley, secured with bungee cords
- **Store cupboard** equipment PUT AWAY tidily
- **Notify Committee** of any breakages, damage, or faults with equipment, buildings or facilities, or if supplies need replacing

THANK YOU!

Quenington Village Hall Management Committee (Trustees)