



Filby Playing Field Committee

Sample information sheet to be given to all hirers



Opening and closing the village hall

The keys to Filby Playing Field Committee's premises will be available from the Village Post Office and after locking up, should be returned there immediately after the event. Their opening hours are 6am to 9pm throughout the week including Sundays. If the event finishes after 9pm, the keys should be returned early the following day or placed in the letter box of Laburnum Cottage, immediately opposite the Post Office.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period, unless previously agreed with the management committee.

Please telephone 01493 369250 or 01493 369375 in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve), only those helping to clear up the village hall should be on the premises. Failure to comply with this may result in forfeiture of your deposit.

Alarms

The Village Hall and its Changing Rooms are fitted with an Intruder Alarm System. The hirer must deactivate the alarm on entry and re-activate it on departure. These procedures are simple and will be demonstrated before the initial hire.

The Intruder alarm system is triggered by the opening of any door on the premises. A telephone message is sent to specified Committee members if the alarm is sounded.

Hirers are cautioned to check that all doors are secure before leaving the premises, even those that they may not have used themselves. Doors that are particularly sensitive to alarm triggering are the French Doors which open onto the Playing Field and the Main Entrance Doors, themselves – users should ensure that the bolts on these are home before leaving the premises.

If an intruder alarm is triggered, inadvertently, it can be turned off by tapping the alarm fob onto the 'Prox' area of the alarm box.

The Village Hall is also equipped with a fire alarm system. The fire alarm system will, also, activate a warning call to members of the Playing Field Committee.

In the event that the fire alarm is triggered, inadvertently, instructions for turning it off are displayed on the hall notice board facing the Main Entrance Doors.

Storage of furniture, etc.

The hall's furniture is stored in the larger of two store rooms adjacent to the Main Hall. There is plenty of room to store the furniture and still allow easy access to the shelving and the sink at the rear of the store room if the Storage Plan, illustrated below and on the wall of the room, is followed.

Hirers are requested to follow the plan when returning items to the store room. Failure to do this may result in the withholding of an amount from the hirer's deposit to cover the Committee's expense for correcting the storage.

Mobile Phones

Neither of the committee's buildings has a telephone for public use and there is, no longer, any public phone facility, nearby in the village, so hirers and users are advised to bring a fully charged mobile telephone for their own use.

Whilst hirers are advised to bring mobile phones, they should be aware that mobile phone coverage of the hall is poor, if not completely absent, from some service providers. A mobile signal can often be obtained by exiting the hall and moving towards the road.

Filby's Playing Field Committee has installed high speed, encrypted Wi-Fi in both the Village Hall and the Club Room. Most modern phones are wi-fi enabled and phone calls can be made using Apps such as Skype and similar. Major phone service providers also offer their customers their own app to make calls via wi-fi.

The wireless keys for the Village Hall (Router Name Filby New) and the Club Room are...

Village Hall	b82f46573a
Club Room	TCinNdl9rb4C

You will only need to sign into each router once. The next time you are in the building, your phone will automatically sign into the appropriate router.

Telephone Landlines

The Village Hall and Club Room have been equipped with a telephone landline. The hall system comprises two 'Big Button' cordless handsets and a single 'Big Button' corded handset, which will continue to function during a powercut. All handsets are located in the kitchen. The Club Room phone is located on the cupboard to the right of the main door on entry.

The phone system is to be used for 'emergency' calls only. Users should use their own judgement as to what constitutes an emergency – any member of the public, in distress, may be permitted to make reasonable use of the phone. Hirers may be charged for misuse during their session.

The number for incoming calls is 01493 368345.

Emergency

In the event of an emergency, the emergency service vehicle's access to the hall and playing field may be impeded if the height barriers at the gates are locked down. Hirers are reminded that the padlocks locking the barriers down may be opened using the same keys that open the padlocks that lock the main gates.

Close Circuit Television

The Village Hall is covered by 7 cameras of which 6 are exterior and 1 is interior in the main hall. The cameras have a night vision capability. Do not make any attempt to switch off or obscure any of the system's cameras as this is a breach of the Committee's Insurance Conditions. For further information on the CCTV system and how its images may be used, see the hall's document, *Filby Village Hall CCTV Policy*.

Smoking

The Filby Playing Field Committee buildings, the Village Hall, its Changing Rooms and the Village Club Room are subject to a No Smoking Policy. The use of E-Cigarettes is also prohibited. Persons smoking outside are kindly requested to dispose of their cigarette ends in the receptacles provided and not to throw them into the floral beds or onto the car parks or other hard surfaces.

Safety

In the event of a fire, the buildings should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before either building is occupied (sketch plans of exits and extinguishers are included on pages 4 & 5). The manner of opening Fire Doors should be made known to your guests and the whereabouts of Assembly Points.

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables neatly in the storeroom after the hire.

The Playing Field Committee's Health and Safety Policy is displayed on notice boards in the entrance to the Village Hall and the Club Room.

First aid boxes are located in the kitchen of the Club Room and the First Aid Room of the Village Hall. Any use of items from these kits should be recorded in the Committee's Incident Book.

Power circuits/heating

The heating controls are located on the east wall of the Club Room. Those of the village hall may be found at the East Wall of the main hall of the Village Hall.

Please let the booking secretary know if you need the either building to be particularly warm or cold.

Do not adjust heating equipment as this will result in the village hall being too cold or hot for subsequent users.

The heating is timed to turn off at appropriate times. Other electrical circuits may be timed to turn off at different times. Please warn your guests, band or disco of this.

Setting Up / Closing Down.

Hirers may be allowed additional time to set up and close down their hire only if that can be undertaken such that it does not affect other hirers. This may be allowed at the discretion of the Bookings Secretary who must be made aware of this request when the initial booking is made.

Furniture, Crockery and Cutlery, etc.

The hall is equipped with Furniture, Tablecloths, Crockery, Glasses and Cutlery sufficient for a maximum of 120 people. Hirers wishing to avail themselves of these should make it known when booking. A hire charge may be applied.

Hirers of tablecloths will incur a laundry charge.

Losses, damage or breakages will be charged to the hirer.

Audio Visual System

The hall is equipped with a projector, screen and a speaker system. Hirers wishing to use these facilities must make it known to the Committee and receive instructions on their use before the hire.

The sound system may be turned on and off via the bottom right 'light switch' in the set of six in the main hall by the kitchen hatch.

The Committee has ancillary equipment such as a microphones, leads and adapters that it may make available on request. Losses, damage or breakages will be charged to the hirer.

Personal MP3 players or similar may be plugged into the sound system via the audio socket in the main hall to the right of the stage. Laptops, pads and tablets may be connected to the sound system and projector via the adjacent HDMI socket. (The Committee has a long HDMI lead available). A VGA / HDMI adapter is also available for use with older equipment.

Volume should be controlled via the player. Microphone volume is controlled simply via its proximity to the speaker.

Please do not set the volume at a level that is likely to provoke complaints from neighbours, especially if the doors to the hall are left open during your event.

Do not make any attempt to change the volume levels of the speaker system using the main AV amplifier as the sound levels have been professionally balanced to suit the acoustics of the hall.

The projector should never be switched off. Instead it should be powered down to standby to protect the life of the bulb. Hirers are requested to ensure that that all AV equipment is powered down or switched off at the end of the hire.

Ball Games

Games played with a hard ball (e.g. football or tennis ball) are not permitted in the Village Hall as both the projector and the acoustic panels are vulnerable to impact damage

Record Keeping

Our hall was largely funded by a substantial grant from BIG Lottery. A condition of that grant is that we must be capable of producing continued evidence of its use.

Occasional hirers are requested to provide an estimate of the number of persons attending via their Hire Agreement Form.

Regular hirers are required to maintain a simple record of the number of persons attending each of their hire sessions and to make that record available to the Committee on request.

Car parking

The village hall's main car park is to the west of the building, accessed through the gates to the Playing Field. It will accommodate a good number of cars if they are parked sensibly.

The east car park at the entrance to the hall (behind the Club Room) can accommodate only a restricted number of cars and hirers are encouraged to leave these spaces free for the disabled and for persons bringing heavy items to the hall.

There is additional parking in front of Club Room.

For major events, overflow parking to the west of the Playing Field on Thompson's farm, may be made available by special request.

Cars are not allowed on the grassed area of the Playing Field.

Hirers wishing to use the car park behind the Club Room should obtain the key to its gate padlock when collecting a key to the Hall or Club Room for their event. This gate should be locked immediately after the hire.

Hirers wishing to use the main car park for an evening event should obtain a gate key when collecting a key for their hire. These gates should be locked on completion of the hire. When doing this, please check that the overhead bar over the gate is locked in the down position.

Consideration for others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

The permission of the management committee must be sought before putting up posters or notices.

Please do not put up posters or notices except on notice boards in the Village Hall and the Club Room.

Permission to use decorations must be sought from the Playing Field Committee Secretary before putting them up. Please do not stick anything onto the walls. Do not fix decorations near to light fittings or heaters.

Please leave the village hall clean and tidy and leave waste in the bins outside or take it home. In particular, we ask you to ensure table tops are wiped clean before being stacked in the store room.

Faults/ damage/ comments

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of their premises.

Location and use of fire equipment for hirers

Fire Extinguishers (2)

▲ **Wet Chemical** - Can be used on all class fires & fires involving cooking oil and fat. For example olive oil, maize oil, lard and butter

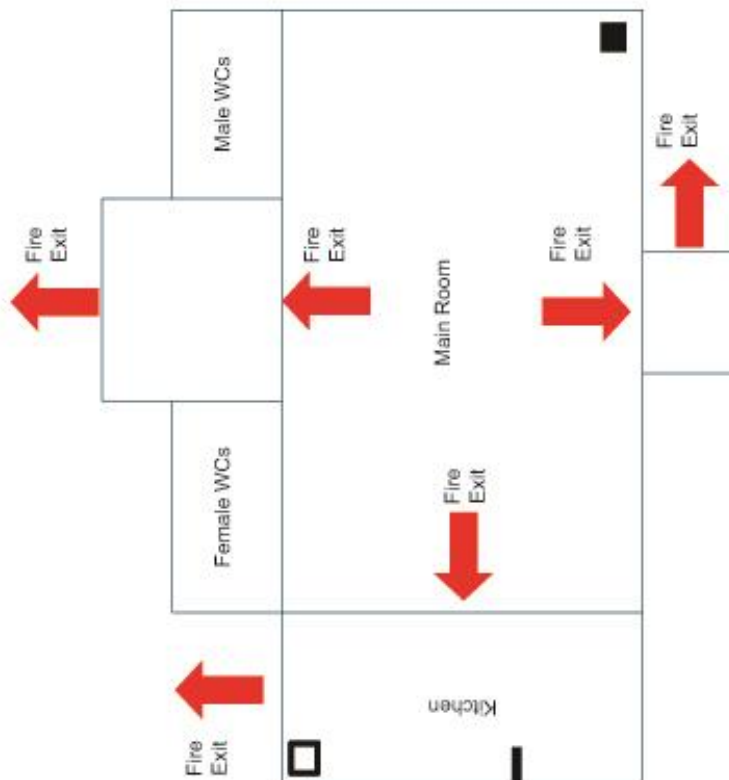
● **Carbon Dioxide** - Can be used on nd all electrical equipment fires. For example photocopiers, fax machines and computers, electric fires, hair-dryers, washing machines

□ **Foam** - Can be used on all fires involving flammable liquids, petrol and spirits. Not for use on alcohol or cooking oils.

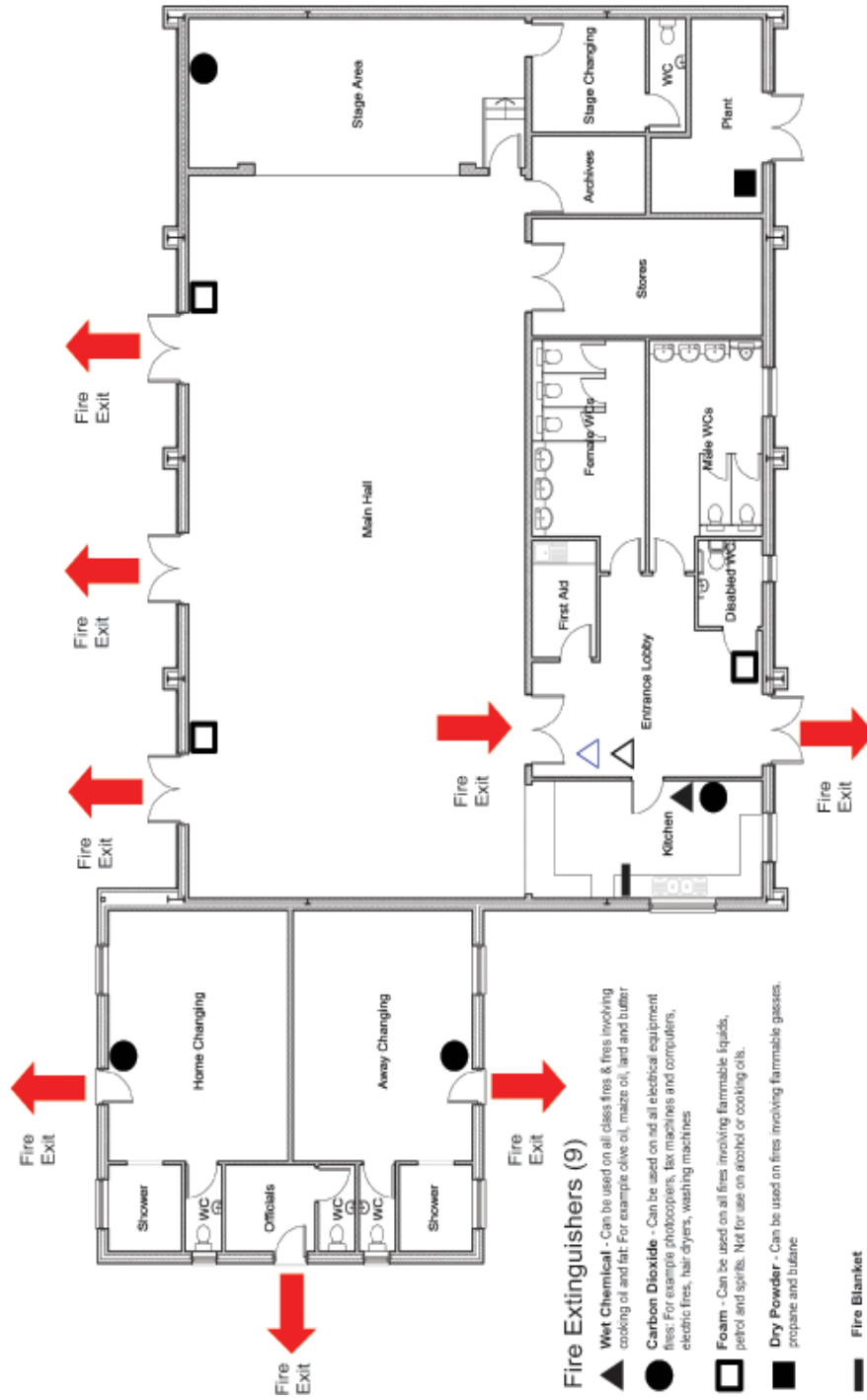
■ **Dry Powder** - Can be used on fires involving flammable gases, propane and butane

— **Fire Blanket**

Filby Club Room Fire Equipment



Filby Village Hall Fire Equipment



Store Room Layout

Filby Village Hall
Store Room Layout

When you bring items back to this Store Room, please lay them out this way

