

REPTON VILLAGE HALL BOOKING INFORMATION FOR ALL USERS : January 2023 onwards

Please take the time to read through this information, it will save time and stop misunderstandings arising later. Sections will be relevant to you. Here we have put tips on how to run a successful and safe session. This is offered for your help, based on our experience and we are hoping it will avoid the need to put irritating notices everywhere!

You must confirm you have read this (details below).

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GENERAL INFORMATION

Your booking is from 'entry to exit', it includes set up time, the event time needed and then the time needed to leave the premises clean, clear, swept and surfaces wiped. This is very important and often misunderstood!

AVAILABILITY

Daytime

On weekdays, Saturdays and Sundays the **main hall** is available from 8:30 AM to 7 PM. Minimum booking is for one hour and units of time can be added in half-hour extensions on the hour and half hour.

Evenings

The hourly cost will remain the same after 7 PM but the unit of minimum time for a booking is two hours with optional half-hour extensions until 11pm.

Weekends

On Saturday evenings, the minimum amount of time that can be booked will be three hours with optional half-hour extensions until midnight.

As we get many enquiries, a provisional booking will only be held for 72 hours.

MEETING ROOM and CAFE:

At **any time** of the week the meeting room will cost 50% of the main hall fee per hour bookable in minimum slots of one hour with half-hour extensions on the hour and half hour. The café space is similarly priced and can be reserved for use when not open as the community café.

COMMON USE OF FACILITIES

The toilets are for use of everyone and similarly, we ask users to cooperate in joint use of the kitchen when making drinks. For major events we do avoid overlaps where space might become an issue.

EXCLUSIVE USE

Where people book the whole building, the above figures are simply added together.

ELECTIONS & COMMUNITY EVENTS: potential disruption.

We are a polling station for the community so once every two years or so will have to close the main hall for the relevant Thursday. General elections can be called at 3 weeks' notice. We are also an emergency centre for the village and a community hub. **On rare occasions**, we may ask that you forego a booking to allow an important community event to take place at the discretion of the current chair. In practice, these tend to be booked a very long way ahead so the non availability is obvious.

MARKETING AN EVENT OR A GROUP

We are happy to market groups and events on our website free of charge. If you would like to make use of this service, please send over the following:

A biography or information about the activity (300-400 words).

Photographs.

Web or social media links.

Flyers.

ROLE OF THE CARETAKER.

The caretakers are there to help with your safety and to assist you generally but not to clear up after an event. As this is a community facility, users are expected to leave spaces used in a clean and fit state. Any extra cleaning required will be charged at the discretion of the hall committee and deducted from your indemnity or added to a monthly invoice. A large V mop and vacuum cleaner are available in the store room. In the sluice cupboard beside the ladies toilet, you will find brushes, mops and buckets. The large blue V brush is for the main hall floor. It gathers all the bits in a short space of time but the brush itself does need to be vacuumed with a nozzle end when you are finished. Please return everything to the cupboard and place on the hooks as before.

If you have issues with heating or ventilation, please contact the caretaker on 07853 075958 straight away rather than touching any controls, thank you. This is a forwarding number so **do not send texts**

FEES POLICY

The hall is offered to users at a relatively modest price as we want to see it well used and serving the community in line with aims of the charity running it. Prices will be reviewed each spring to ensure we can cover overheads, maintenance and essential projects. Users will get 3 months' notice of any change in price. Users helping with set up and cleaning up helps us to keep prices down. Price changes will come into effect on September 1st in any year.

A small discount is offered to established charity and community groups. Residents of Repton and Milton also get this as the community is basically funding the construction cost of the hall via an element within council tax bills.

Bookings that are **purely commercial** with no direct community aspect are charged at a higher rate than those listed here.

PRICES (hourly rate) from 1st September 2022.

	Standard Rate	Local/charity rate
Main Hall	£20	£15
Meeting Room	£10	£7.50
Café area	£10	£7.50

BOOKING THE CORRECT AMOUNT OF TIME NEEDED: *entry to exit.*

It helps everyone when the booked space is available when expected, so we ask ALL users to book time to allow for entry and set up, adequate time for the activity and then to clear up and vacate for the next user. Anyone arriving a few minutes early for their event is asked to congregate quietly so as not to disturb the group that is finishing. Some pilates and yoga classes finish with a quiet period which has to be respected. Please do not enter a room before your time or out of curiosity. Failure to book insufficient set up time and not having a 'plan' are avoidable sources of undue stress.

If you are a few minutes early, out of courtesy to others please ask your participants to wait quietly in the foyer and gallery, chairs are available.

Time overruns are chargeable by the quarter hour.

INDEMNITY

Regular users will be billed for any damages on the monthly invoice. Occasional users will be advised of the indemnity needed. For parties and social events, we request an indemnity of £100 plus a cleaning bond of £75.

Leaving the premises clean and tidy

Cleaning up after parties is essential and the hall must be left as it was found otherwise a cleaning charge of up to £75 may be levied from the bond. Please take general waste rubbish home with you. Glass, cardboard and cans can be recycled on site.

TERMS

'Once off' events have to be paid for two weeks in advance at least, otherwise the booking is not guaranteed and we reserve the right to cancel.

Regular users have consistent bookings from week to week usually and we do not take a deposit as you will be invoiced monthly. To **avoid being billed for a time that is not being used**, we ask you to inform us in good time of dates when the hall facilities will not be required as demand is high.

For both 'once off' events and regular users, the **cancellation terms** are:

With two months' notice, no charge will be made. With a month's notice a 50% charge will be made, rising to a full fee at one week's notice.

Please settle invoices in 14 days to ensure your continued guarantee of ongoing booking. Out of fairness to all, users are asked to pay for the time the facility is used

for to the nearest half hour so that it cover time from entry to exit as explained above. The booking secretary does not have the discretion to vary this policy or prices.

FACILITIES

All hirers have access to the kitchen and toilet facilities. At times of multiple occupancy we would ask that users are considerate and cooperative. In case of any difficulty please consult the hall management.

MORE SPACE NEEDED?

We also hire out the front café space for caterers to work in - it costs 50% of the hall rate. A meeting room is also available for hire. The café and meeting room have flexible use arrangements and have wall monitors fitted.

HEATING & COOLING

Please do not touch any controls, ring the caretaker directly to set this for your event, it can be done remotely and changed quickly if it is not right for you.

PAYMENT OPTIONS

Bank Transfer to account as shown on your invoice.

By cheque payable to REPTON VILLAGE HALL COMPANY

By PayPal: an invoice can be issued via Paypal on email but an additional 50p will be added towards the cost of the transaction fee.

Invoicing will be done during the week after the end of the month for regular users and receipts will be sent out within a week.

For one off bookings, it is much simpler if the invoice is paid on booking. We can accept a 25% deposit, but the balance must be paid one month prior to the event. For many, it is proving much easier to settle the whole cost on booking. In all cases , invoices must be settled in full prior to the event.

Cheques can be sent to Repton Village Hall, Askew Grove, Repton, Derby, DE65 6GR.

ADDITIONAL OPTIONS:

Hire of full stage set up. £20 (to cover set up and take down time).
Theatre Lighting use: £5

Storage of equipment is not included in the hiring charge for any user. It may be available on request subject to availability at a cost of £3 per sq.m. or per cupboard per month by agreement only. Please do not leave items behind before obtaining permission as there may also be safety considerations to be taken into account. Access to storage is not guaranteed as capacity varies from time to time.

ACCEPTABLE STANDARDS

The Hall is run as a local charity by volunteers. Any users failing to show due courtesy to hall volunteers or fellow users will have their use of the facilities terminated without notice. It goes without saying that all facilities should be left in a clean and tidy state as one would expect to find them. Should users find any defect in standards or equipment, please report them immediately to the caretaker on **07853 075958**. Cleaning equipment is located in the cupboard next to the ladies' toilets and it is not locked.

In order to be able to keep prices down, we offer caretaker assistance and guidance with setting up only rather than a full service. Similarly, if we have to clean the premises after an event, a fee of at least £30 will be levied.

BREAKAGES

If you do break something, please tell us as a matter of either safety or courtesy to subsequent users. Some wear and tear is acceptable but it is very difficult if no one tells us there has been a problem.

DISPOSAL OF WASTE

Primarily, we would ask that users remove the rubbish from events but we do have to have bins for hall use as we run a community café.

The red Rainbow bin in the car park is for all waste. General household non recyclables must be bagged. Everything else that is recyclable should be put in bags. The brown bin is for garden waste only and for use by the landscaping team.

NAPPY BINS

These are provided with the changing facilities so please ask your participants not to put paper towels in there and to follow the simple instruction inside the lid to seal in the used nappy. It is very simple!

PARKING

The hall has parking for 31 cars, including 3 disabled spaces. Please try and avoid parking on Brookside Close. Never block a drive please on either Brookside Close or Askew Grove, this is a residential area.

DISABILITY

The hall has a disabled toilet with a pull cord in the place it needs to be. Do not allow bring children in, changing tables are found in both the male and female toilets with nappy bins. During busy times, if a disabled person does not need the toilet, it is for general use. **Do not tie up the red cord** in the disabled toilet, it is there for a reason

HEARING LOOP

The main hall and meeting room have hearing loops, please ask for help.

SAFETY

The first aid box and the accident book are in the cleaning cupboard. Please remember to fill in the accident book.

By putting on an event one becomes the safety officer for the assembly. It is important to be familiar with the fire exits, evacuation procedure and only to use fire equipment if sure of competence. It is always safer to get out. You will be brief when shown around.

There is a rack in the kitchen with all the safety information for the building and all policies relevant to users. Be aware that the kitchen counter shutters close automatically in the event of a fire alarm sounding. So do not obstruct that area.

Steps are provided in the kitchen to give access to the higher cupboards but are only for use if able bodied. Any ladders or steps in the hall are not to be used by users, volunteers or contractors without the hall committee's permission or supervision.

Children under 14 are not allowed in the kitchen or the store area at any time for obvious reasons.

Lifting accidents happen easily. If you are not sure, don't do it, ask for help.

Slips happen if spillages are not dealt with properly. Our tables are not heavy but two people will always manage them more easily than one. Take care when lifting chairs. Please stack chairs only 5 high and leave them where they are after use. Stacks should only be moved with a trolley. If you have not been shown how to use them or are not comfortable about it anyway, then do not try please. Similarly, if the stacking of tables is not familiar to you, just gather them around the folding door area and they will be sorted from there.

CHILDREN'S PARTIES & SAFETY

The insurers do not allow bouncy castles or any inflatables and we prefer people not to use bubbles or slime as they make wood floors very slippery for a week afterwards. We accept parties up to the 12th birthday.

EVENING PARTIES AND PRIVATE FUNCTIONS

At present we do not have the ability to cope with evening events beyond community ones and so are not accepting bookings for 'big birthdays' and weddings. It has proved too difficult to service the hall late at night in order to be ready for use the next morning seven days a week.

Special note:

Political Meetings

We have a duty of care under section 26 of the Counter Terrorism and Security Act 2015 not to provide a platform for extremism or the dissemination of such views.

Safeguarding children, young people, and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported

RUNNING A SUCCESSFUL EVENT

PREPARATION

Based on experience, we know that some leadership is needed to make sure that all your friends and volunteers that are helping know what to do and how to use the facilities. Please take a few minutes to brief everyone as you start.

DECORATING THE HALL.

Hooks have been put up around the hall at two levels for decorations to be tied to. No adhesive substances, such as sticky tape or 'blue or white tack', are to be used on the walls. There are plenty of plugs available for mood lights and the wall lights are dimmable. 'Selloptape' will pull all the paint layers off the wall so please please do not use it.

RUNNING A BAR

TENS link for a bar application

<https://www.gov.uk/apply-for-a-licence/temporary-event-notice/south-derbyshire/apply-1>

The other option is to bring in a bar with someone who has their own licence. That can be a lot simpler. 'Bring your own' events and the free provision of alcohol at a party does not need a licence. Selling tickets which include alcohol as part of the licence is not approved of by the local council's licensing department. We have to count how many licences are used on the premises so please tell if you are ordering one.

CATERING

We have options on extra space beyond the kitchen if needed for service or preparation. Having a tour prior to an event helps planning and to ensure the venue is suitable. Some users find that using the gallery is helpful when serving a large party, one can set up a 'one way' flow that works well.

MUSIC

The hall is in a residential area and music goes through our system which has a limiter (still plenty of volume!). A laptop, CD/DVD player or Bluetooth enabled device can be linked to our system. We have a microphone stand for ease.

Our licence for music ends at 11.30 and we do ask people to finish conversations **indoors** and not in the car park please. Please do not open the doors and windows onto Brookside Close while music is playing. If you have issues with heating or ventilation, please contact the caretaker on **07853 075958**.

SOUND

We have two Bluetooth microphones, a floor stand and a desk stand which work with the hall's PA system. There is also a radio microphone with a collar clip. The caretaker will show you how to use these if needed. It is a good idea to bring two good quality AA batteries as the radio mic uses a lot of power.

LIGHTING

The main hall lights are also the safety lights. The wall lights in the hall are dimmable. We also have theatre lighting available. It is programmed with 15 presets to cover most types of events. For more complex events it can be custom controlled from a laptop. Again, the caretaker will advise on connections. There is a charge for use to cover the energy cost.

HEATING & COOLING

Please do not touch any controls, ring the caretaker directly to set this for your event, it can be done remotely and changed quickly if it is not right for you.

STARTING YOUR EVENT - essentials

Alongside your welcome, it is your duty to include a safety briefing in your opening remarks. Indicate where the fire exits are and ask people to assemble on the far side of the car park in the event of an evacuation. **The fire alarm is not linked to a call centre so dial 999. The address is Askew Grove, Repton, Derby, DE65 6GR**

Please point out the toilet facilities as people will not have noticed them on the way in. The disabled toilet is available to all when not otherwise required, but children should not use it – the red cord is too tempting but must not be tied up.

We would be grateful if you could ask the assembled company not to drag anything across the floor at this point.

CLOSING THE EVENT

When saying farewell, please remind people to leave very quietly as this is a residential area and to finish conversations indoors.

To help you clear, ask your helpers simply to stack chairs in fives where they are and leave them and similarly to wipe the top and sides of tables. When dry, bring them near to the store area so that the floor is clear to sweep.

There is a cupboard between the male and female toilet where you will find a yellow headed mop and bucket, dustpan and brush. If you have been serving food and drinks, the kitchen floor needs mopping after events with food. The white mop is reserved for the kitchen.

Please take your rubbish home if possible. General waste must be bagged. The red bin accepts bagged waste and recyclables.

Once the hall has been cleared, please go over it with the blue V mop found in the store room. This sweeps the floor in minutes. There is a vacuum cleaner in the store room too to be used to suction the accumulated debris from the V mop so it is ready for the next user.

PROTECTING THE DANCE FLOOR & WALLS

Please do not let anyone drag any items across any of the floors. Simply stack chairs in fives and use the trolleys to manoeuvre them. If you are not sure how to do this, we will help.

PUTTING EQUIPMENT AWAY

Dragging a tower of chairs causes damage. If chairs are in the way, they can be placed in the gallery, just away from the wall please. We will put them away later in the store area. Similarly with the tables, once the tops and sides have been wiped clean and dried, can be folded and placed near the entrance to the store area. We will put them away from there.

COMMUNITY EVENTS

We have available:

48 pint glasses, 48 half pint glasses, 72 wine glasses - available for a small charge (as they are in addition to the kitchen stock).

tables for 20 x 6/8 people and for 10 x 4 people.

A bar can be set up in the gallery on a table if the kitchen is busy. See 'bar licence'.

There is a dishwasher in the kitchen, a rapid half hour cycle will need manual drying of the dishes, the fastest drying cycle is 90 minutes. An instruction card is on the front of the machine. We do ask that the dishwasher is not set to run while the building is unattended.

Thank you for reading this guidance, we now need you to email that you have read and accepted this advice by emailing bookings@reptonvillagehall.org.uk

Please read on to find the procedure for fire protection, evacuation and a fire map of the building.

FIRE/EMERGENCY EVACUATION PROCEDURE

- All users of the Village Hall must have within their party designated person/persons who are responsible for the safe evacuation of the Hall in the event of an emergency.

RESPONSIBILITIES OF THE DESIGNATED PERSON

- The designated person/persons must make themselves familiar with the layout of the building. The location of the fire alarms, the fire exits and the fire fighting equipment.

- At the commencement of the hiring the designated person/persons must take a register of the people present, or in the case of a party or one off booking, be aware of the number of people attending.

- Special attention needs to be paid to the safety of disabled persons, particularly those with mobility, sight or hearing impairment.

- On discovering a fire, detecting smoke, a smell of burning or a suspicion of fire you must immediately raise the alarm using one of the alarms located adjacent to the front exit doors and/or the fire exit closest to the stage on the left hand side facing the stage.
- On sounding the alarm the designated person/persons must ensure that all persons have left the building and go to the assembly point in the Village Hall car park and that all persons are accounted for.
- The designated person/persons must call the fire brigade on 999 and give the following address.

REPTON VILLAGE HALL
ASKEW GROVE
REPTON
DERBYSHIRE
DE65 6GR

- ONLY ATTACK THE FIRE WITH THE NEAREST SUITABLE EQUIPMENT IF IT IS SAFE TO DO SO. PRIORITY SHOULD BE GIVEN TO EVACUATING THE BUILDING.
- Do not re-enter the building or allow any person to re-enter to collect belongings etc.
- On the fire brigade's arrival the designated person/persons must make themselves known to the emergency services and inform them of the nature of the call out and the head count details.
- The designated person/persons must ensure that there is no interference with the emergency services and that no persons re-enter the building before approval is given by the emergency services.

