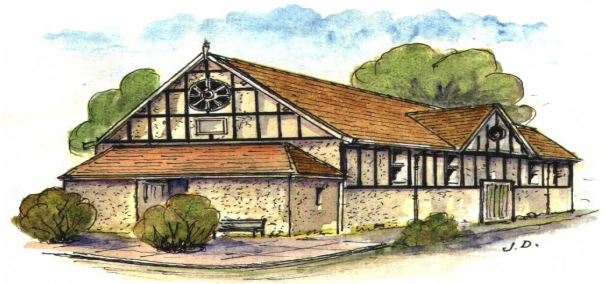


ASHTON KEYNES VILLAGE HALL

MANAGEMENT COMMITTEE

RULES COVERING THE HIRE OF THE VILLAGE HALL



Ashton Keynes Village Hall is a Registered Charity. Number 1059462

This document provides information on the Hall and Equipment - it is not just a list of rules

SMOKING is not permitted anywhere within the Hall complex

ACCESS

Unless advised otherwise, the Keys should be collected from and returned to The Village Shop attached to the High Road end of the Village Hall. If you need to collect or drop off the the Keys outside of Shop hours call the Chairman or Secretary and arrangements will be made.

LEAVING

Before leaving, make sure that all of the rooms you have used are clean and tidy - floor swept, furniture put away etc. Should you wish to pay an additional amount so that furniture can be left out; floors unswept etc., please book this via the Bookings Line. Note that Environmental Health regulations stipulate that any washing up should be done and any rubbish in the kitchen placed in the outside bins. Please take home any excess rubbish.

Ensure that all doors and windows (**including the FIRE EXIT doors in all of the rooms and back-stage**) are firmly closed and that all lights are off - don't forget to check the lights in the toilets.

Before locking up and returning the keys (see Access above) please make sure that the building is empty.

HEATING and HOT WATER

The heating boiler is situated in the Kitchen. The system time clock has three clearly marked zones - one for the Main Hall, one for the Ashton Keynes Room and one for Hot Water. The Time Clocks are set by the Caretaker to turn the various zones on and off for regular bookings and under no circumstances should these be changed – you should only use the BOOST and ADVANCE buttons as changing these will have no long term affect. The system is not complicated and certain aspects of it are probably the same as in your home. To make it even easier, the clock displays precisely what is happening. All zones work the same and so use the following on any of them. If the zone is “Off” and you want it temporarily “On”, you can achieve this by pressing the BOOST button. With one press it comes on for an hour, a second press immediately after the first turns it on for 2 hours a third press immediately after the second turns the boost feature off. Using the ADVANCE button will simply advance the cycle and the Clock will display the result. We would prefer you to only use the BOOST feature as the ADVANCE option could affect the next booking.

On no account should the boiler itself be interfered with. If you want to turn off the Convectors within the Main Hall, do so by turning them off at the switch on the wall by the heater. If you do turn them off please make sure that you turn them back on before leaving – if you do not, then the next user could find the room very cold.

The Hall temperature is maintained by a Thermostat situated high and adjacent to the Corridor door and we ask you to only adjust this as a last resort. There is also a Froststat situated in the same location and should never be adjusted – it is set at between 4° and 5° and is there to protect the system in the event of a vey cold night. The room Thermostat should be set to around 28° to create a normal temperature at ground level.

EQUIPMENT

Any articles or additional equipment brought into the Hall for Social Events must be removed not later than 10am the following morning. No Hall property should be removed from the premises without permission. Any damage or breakages must be reported to a Committee Member immediately - a list can be found overleaf.

The Management Committee accepts no responsibility for articles left on the premises, nor for any personal accidents or injuries.

FIRE EXITS, SIGNS and EQUIPMENT

No Chairs or other obstructions must be placed in front of the Emergency Exits. The FIRE EXIT signs must remain permanently lit. It is the law (Fire Order) that each event has a ‘Responsible Person’ – that person must make themselves aware of the location and use of the Fire Fighting Equipment, Fire Notices and Escape Routers. They should also note the location of the Power Supply. All details and the Accident Book can be found within the Control Folder located in the Kitchen.

RULES COVERING THE HIRE OF THE VILLAGE HALL CONTINUED



ON-STAGE and BACK-STAGE

Contact the Bookings Secretary if you wish to use the Lighting Box. Contact the Secretary if further lights are needed for a performance. Instructions for the Amplification and Loop system can be found on the website.

NOTICE BOARD

Village organisations are welcome to place notices of forthcoming Village Hall events on the Notice Board in the entrance area. Please remove when the event is over. The Management Committee reserve the right to remove notices. Nothing should be fixed to Walls or Doors without permission. Please do not cover any Management Committee Notices as these are required by law. If there is no space, use the external Notice Board. For access to this contact any member of the Management Committee or User Group.

KITCHEN

Please read the following Food Handling rules, together with the chart and booklets available within the kitchen.

Health and Safety in Food Handling **It is law that you make yourself aware of these precautions**

Ensure that you bring your own disinfectants and detergents. Under Health and Safety Regulations the Management Committee is not permitted to leave these products in unsecured areas.

FOOD HANDLERS PLEASE OBSERVE THE FOLLOWING RULES

1. The Village Hall as a NO SMOKING policy for all areas including the Kitchen.
2. Wash your hands thoroughly:
 - before touching food
 - after using the lavatory
 - before serving food
 - after preparing fresh meat, poultry or fish
 - after blowing your nose
3. If you have any skin, nose, throat or bowel trouble - **YOU MUST NOT HANDLE FOOD**
4. Do not cough or sneeze over food.
5. Please wear clean clothes and a protective apron or overall.
6. Use waterproof dressings on cuts, sores or abrasions and keep the dressing clean. Wear a thin rubber glove if necessary.
7. Wherever possible use food grade disinfectants as well as detergents to ensure that preparation surfaces are clean.
8. Always clean utensils. Use a clean utensil in preference to your hands.
9. Always use clean cloths for washing, wiping and drying.
10. Do not use chipped or cracked crockery: put it on one side to be destroyed or replaced.
11. Clean up as you go and wipe up spillages as they occur.
12. Keep prepared foods covered until they are to be served.
13. Do not place uncooked meat, poultry or fish near cooked preparations unless securely wrapped.
14. Keep fish, meat, vegetable or dairy products and foods containing them either below 8C or, if they are cooked and waiting to be eaten hot, above 63C.
15. Keep the waste bin properly covered at all times.
16. When you have finished your preparations, please wash and dry everything you have used. Clean the sink, work surfaces and any spills.

When more than one organisation is using the Hall complex, please arrange to stagger times for refreshments.

If in doubt about any of the above – contact the Committee

CONTACTS

Chairman	Dave Sheppard	861058	Secretary	David Wain	861926
Treasurer	Brian Kimberley	886477	Bookings	Daphne Neale	861541

Village Hall Booking Line - 0844 776 0001 or visit www.akvh.org.uk or www.ashtonkeynes.org.uk (Village Hall)