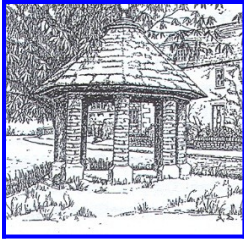


Exton Village Hall Committee

Chairman / Bookings: Mark Butterill, 6 Malting Yard, Exton, LE15 8AT Tel: 01572 813 652
Deputy Chairman: Derek Palmer, 9 Garden Road, Exton LE15 8AY Tel: 01572 812121
Secretary: Joy McNally, Garden House, The Avenue, Exton LE15 8AH Tel: 01572 811183
Treasurer: Dan Howison, Old School House The Green Exton LR15 8AP Tel: 01572 812511

CONDITIONS OF HIRE

- No smoking is allowed anywhere in the building
- Vehicle access to the hall is restricted to the narrow driveway at the side of the hall immediately in front of the double doors. The driveway at the front of the hall belongs to our neighbour and must not be used for parking or offloading / loading of materials. For self managed events your own cars or small vans may be brought up to the hall doors but for larger events e.g. wedding receptions contractors' vans **must** be left on the road at the bottom of the drive, always leaving access clear, and an access control bollard will be lifted to ensure this is adhered to. A trolley is available to help ferry catering equipment and supplies to the hall.
- Please avoid parking by the war memorial to avoid a bottleneck for traffic entering or leaving the village; instead please park around the green taking care not to block access to properties.
- The hirer must appoint a responsible person for ensuring fire safety and compliance with the emergency plan attached to this document.
- The hirer shall ensure that at least one fully charged mobile phone is available throughout the function such that emergency services can be contacted if necessary. Vodafone, Orange and EE services usually have the best reception in the vicinity of the hall.
- The hirer must ensure that the hall's equipment (firefighting, music system, kitchen or any other) is not misused. Should it be damaged in any way the hirer will be charged the full cost of reinstatement.
- The hirer shall ensure that the use of the hall is suitably supervised for the nature of the event. For adult parties, discos or similar events four named stewards must be provided. The hirer shall ensure that all guests behave responsibly both inside and outside the hall, making sure that noisy and unruly behavior which could be a nuisance to our neighbours including guests at the Fox & Hounds does not occur, particularly after 11.00p.m. **Any complaints regarding such unacceptable behavior may lead to further bookings being refused.**
- The hirer shall ensure that any portable electrical equipment brought in has been inspected and is free of any damage or other defect. Use of such equipment is strictly at the hirer's risk; this includes all lighting, PA, disco equipment, trailing leads etc.
- The hirer must ensure that the cooking equipment is only used by suitably competent adults, are never left working unattended, the extractor fan is used and that no combustible materials are kept on or near the hotplates. At the end of hire the hirer must check that cooking equipment is all switched off, cleaned and left cool with no hot materials within the building.
- At the end of hire the hall, including the kitchen, shall be left in a clean and tidy state. We take recycling seriously so please put all glass bottles in the big black bin in the kitchen and collect up cans and plastic articles into separate plastic bags.



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Fire Emergency Plan

Exton Village Hall is protected by an integrated alarm system comprising smoke detectors in all rooms, a heat detector in the kitchen and alarm call points at the three exits. Should any detector or call point be triggered the system will sound the alarm and a beacon will flash in the disabled toilet. If this occurs, or should a fire be seen to occur before triggering the detectors, the priority is to make sure all visitors leave the building safely. While fire fighting equipment is available it should only be used for minor incidents where the responsible person is confident that no individual, including themselves, is at risk. Therefore the responsible person should take the following actions:

Before the event:

- Make sure they are aware of all fire escape routes and check that these are kept clear at all times throughout the event
- Ensure they know who is attending the event so that a roll call can be made if evacuation is necessary.
- Make a note of any visitors with mobility impairments so that this can be taken into consideration in case evacuation is necessary
- Make sure they know the location of all firefighting equipment should conditions allow it to be used.

If the alarm is triggered automatically follow instructions on the next page

If you discover a fire:

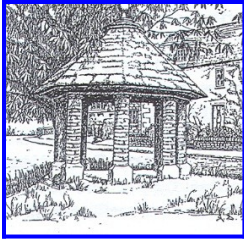
- Push a call point to sound the alarm and tell everyone to leave the building and assemble on the Village Green.
- Open all escape doors fully and leave open
- Check that all visitors leave the building and that no one is left inside, paying particular attention to anyone of limited mobility or children
- Check if anyone has been injured in any way
- Call 999 and state that there is a fire at Exton Village Hall, The Green, Exton, Oakham LE15 8AP giving as much information as possible as requested.

Only in case of very minor incidents:

- Attack the source of the fire using the adjacent fire extinguisher
- Only use CO₂ extinguishers on any fires involving electrical equipment
- Ensure that the fire is completely extinguished – post an observer to ensure it does not flare up again
- If in any doubt whatsoever do not attempt to fight the fire but evacuate the building as above

If a false alarm follow instructions for silencing the alarm overleaf



Report all fires however minor to your hall contact immediately.

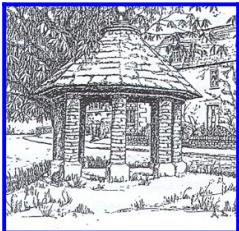


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RESPONSIBLE PERSON ACTIONS IF THE FIRE ALARM SOUNDS:

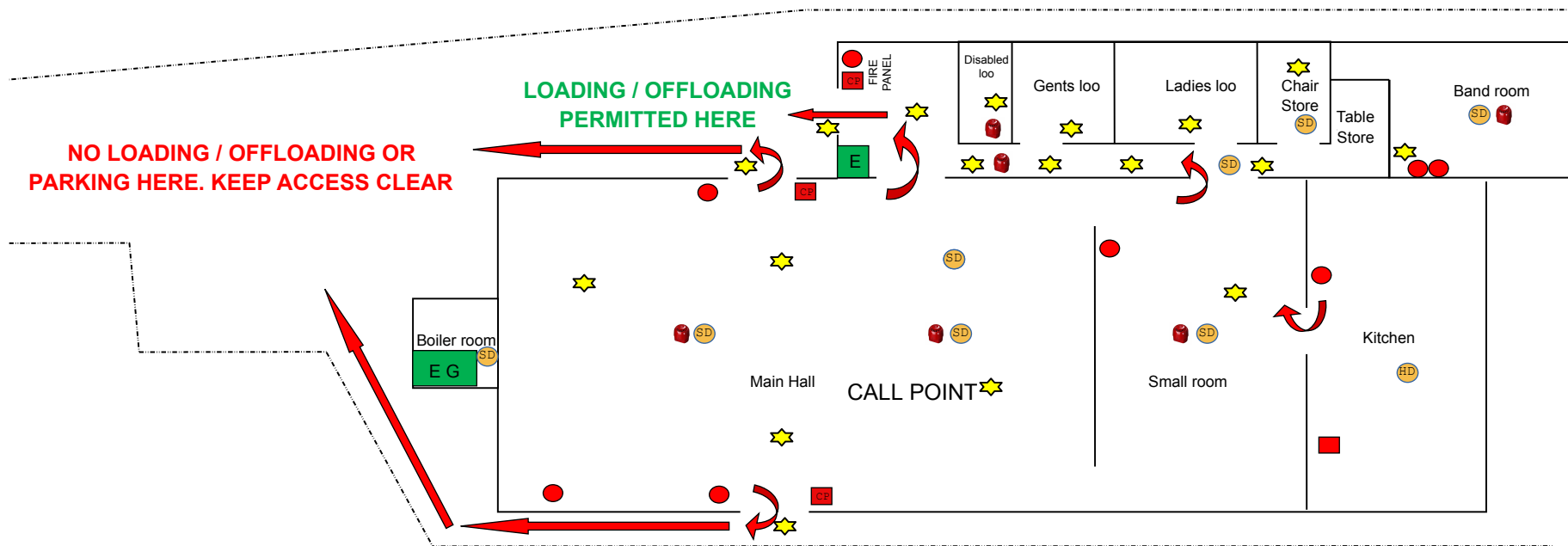
- Evacuate the hall and have one person perform a roll call to ensure everyone is out.
- Check the control panel by the main entrance to see which zone has caused the system to go into alarm. This will be indicated by a pulsing red LED on the front of the control panel.
 - Zone 1 = large room, small room & kitchen
 - Zone 2 = corridor, table store, band room at rear
- Go to the area which has caused the alarm to check if a fire exists. If a fire exists which cannot be quickly dealt with with a fire extinguisher, leave immediately and call 999.
- If no fire exists the alarm can be silenced. Enter code 1 2 3 4 then  and then 
- In the event of a false alarm look for the device that has caused the alarm. A smoke detector will have a red LED lit, or check to see if a call point glass has been pressed. Do not try to reset but report to your Hall contact next day.
- The alarm system will remain active in case of a real fire.



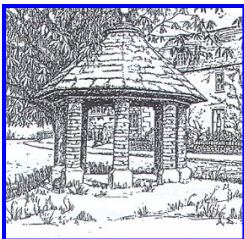
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EXTON VILLAGE HALL LAYOUT AND SAFETY FEATURES



	ESCAPE ROUTE		ELECTRICAL ISOLATION
	FIRE EXTINGUISHER		GAS ISOLATION
	FIRE BLANKET		EMERGENCY LIGHT
	CALL POINT		SMOKE DETECTOR
	SOUNDER	NO HAZARDOUS OR FLAMMABLE MATERIALS ARE STORED IN THE HALL	



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EXTON VILLAGE HALL BOOKING FORM

THIS PAGE TO BE RETURNED TO:

Mark Butterill 6 Malting Yard, Exton LE15 8AT tel. 07710 459655 email extonvillagehall@gmail.com

Please give as much detail as you can to allow us to prepare for your event!

Name of hirer			Tel.		Email	
Date of hire			Purpose of hire			
Time of event		Prep time		No. of people attending		Will there be a bar?
Facilities needed:	Large Room	Small Room	Kitchen	No. of tables		No. of chairs
Steward names	1	2	3		4	

I have read the conditions of hire and I agree that all conditions will be adhered to. In addition I accept that all damages must be paid for in full.

Signed.....

*direct payment to sort code 40-35-21 account no. 60333131 or cheque to Exton Village Hall
If paying directly please quote the invoice reference number we will provide*

Rates of hire (keep for reference if required)

Whole Hall £15 per hour

Large room only £10 per hour; including kitchen £15 per hour

Small room only £7.50 per hour; including kitchen but NOT large room £10 per hour

Preparation time £5.00 per hour

No additional charge for heating.

Additional charge for users from outside the village – non commercial 10%, commercial 20%.

A deposit of £60 may be requested for certain events.