



Registered Charity No. 1051092

## Hirer's Information

### Keys for the Hall

There is a combination lock on the gate to access the carpark and the keys for the hall door are kept in the keysafe, in the porch right beside the main door. The codes are available from the secretary.

At the end of the hire period, please lock up the hall, return the keys to the safe and lock the gate. Please help keep the hall secure by turning the dials to display a random number.

### Hall Address

Upton Bishop Millennium Hall, Upton Bishop, Herefordshire HR9 7TU

### What3Words Location

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### Safety

The village hall has a No Smoking Policy. This includes no e-cigarettes.

Please familiarise yourself and your party with the location of the fire safety equipment and fire doors.

When switching on the lights, please also switch on the emergency exit lights.

The fire doors on the field side can be opened to allow direct access to the patio area and field. They are fitted with foot-stoppers to keep the doors open, should this be required. Please ensure these stoppers are in the 'up' position at the beginning of your hire period and the fire doors open and close freely.

When opening or closing external fire doors, please ensure the 'foot-stoppers' are in the 'up' position.

In the event of a fire, the Hall should be evacuated using the appropriate exits, and the Fire Brigade called on 999 or 112. We suggest mustering in the far carpark, away from the building.

Please use the trolleys provided for moving chairs and tables in order to avoid injury.

Please stack chairs and tables in the storeroom, with chairs in stacks no higher than 10 and tables folded onto the appropriate trolleys.

A first aid box is located in the kitchen cupboard.

The accident book is kept in the cupboard with the first aid box. Please fill this in with details of any accident and report the incident to the Secretary.

## **Kitchen**

The kitchen is fitted with induction hobs. There are 4 x induction pans available at the hall for you to use. If you are using your own they must be suitable for an induction hob, or they will not work.

Please be aware that induction hobs, when in use, interfere with pacemakers. Anyone with a pacemaker should keep at least 2 feet (60cm) away from an active induction hob.

There are 2 cookers with grills and 2 oven/grill trays. There is also a small microwave.

A Lincat Water Boiler has been installed to provide water for hot drinks. Please switch on at the plug and follow the touch screen instructions. It takes about 30 minutes to come up to temperature.

There is an assortment of crockery, serving dishes and cutlery that you are welcome to use. We recommend you bring your own if anything specific is required. Please return everything clean and dry, to the cupboards.

Please bring your own tea towels. Please bring your own glasses, if required.

There is a 120 place set of crockery and cutlery to hire, if required.

## **Electricity**

The fuse box is located in the Pantry, off the kitchen.

## **Water Supply**

In case of emergency, the water supply can be switched off for the Hall. The water stop cock (isolator) is also located in the Pantry.

The Lincat water boiler in the kitchen has an isolator on the water pipe, behind the water boiler. In case of emergency switch off power to the boiler and turn the blue water valve switch from horizontal (on) to vertical (off).

## **Heating and Hot Water Supply**

The heating/ hot water controls are located inside the Furniture Store Cupboard, in the main hall.

The on and off times are pre-set for your event booking.

You can extend the heating or hot water times by pressing the 'set extra hour' button or switch off by pressing 'over-ride'. Following the instructions pinned up next to the controller. Please ensure the control box stays on the 'auto' setting!

There are 3 x thermostats around the main Hall. You can adjust these up or down for the required temperature. When leaving, return them all to 20°C (Autumn/Spring) or 25°C (Winter).

## **Lighting**

The control switches for the overhead lights for the main hall are located in the entrance way.

The switches for the wall lights in the main hall are located on the inside of the furniture store cupboard. These operate on dimmer switches: press for on/off.

## **Hearing Loop**

The main hall is fitted with a hearing loop. The on/off switch is located in the servery.

## **Telephone**

There is a pay phone in the entrance hall.

## **WiFi**

The WiFi booster is located in the kitchen with the power supply plugged in above the worktop.

The password is changed regularly. Please ask the Hall Secretary for the password if it is not on the noticeboard. Please ensure you have read and agreed to the Hall's WiFi/Internet Use Policy or Standard Terms and Conditions in the Hire Agreement.

## **Car parking**

The road leading to the village hall is a public road and this must not be obstructed.

Permission is needed from the hall committee to bring cars onto the grassed area/playing field.

There is a septic tank located next to the hall, on the field. Do not allow anyone to drive over this.

## **End of Hire Checklist**

At the end of hire, please ensure the Hall is returned to a clean and tidy condition, ready for the next user group.

A checklist is available for your help in this matter. Please take your time to go through the items.

All rubbish must be removed from the Hall, Carpark and Grounds. Remember the bins in the loos!

Please help us save energy by ensuring lights and appliances are switched off.

Remember to check the lights are off in the accessible loo, cupboards and meeting room and windows shut securely– it's easy to forget these!

In winter (December, January and February), return heating thermostats to 25°C. During Autumn and Spring, the lower temperature of 20°C will be plenty.

Securely close all fire doors, windows and internal doors.

## **Reporting damage, any queries or concerns**

Please contact the secretary on [secretary@ubmh2000.onmicrosoft.com](mailto:secretary@ubmh2000.onmicrosoft.com)

**With our thanks**

**UBMH Management Committee**