This document should be read in conjunction with our terms and conditions document. It does not intend to cover all aspects of your hire but more a general introduction to using the hall. It also serves as a basis for a handover for hirers and for the LVH hosts showing them around. (LVH hosts please use the information below to check that the hirer has complied with all instructions)

1. Door entry & alarm
2. Fire procedure and activation points
3. Hall including external doors, storage, stage and blinds
4. Harry Storey Room
5. Toilets, cleaning materials and disposal of rubbish
6. Kitchen – equipment and procedures
7. Contact – LVH Host on duty
8. Special Covid instructions
9. Door entry & Alarm
10. Check if doors are locked before entering. If the Chubb lock is unlocked there may already be someone in the hall. If there is anyone in the hall that you were not expecting then please call us.
11. Unlock the Chubb lock at the top first (not the lock in the handle) and then the Yale as you pull the door. The door may need pulling or pushing as the lock is sometimes a little tight.
12. As you enter the alarm will beep and you have about 30 seconds to turn it off. Hold the tag at the top left-hand side of the panel and it should disarm.
13. Fire System
14. There is a new (2021) system fitted with Manual Call Points (MCPs) at each exit. There are smoke detectors at various points activation points with heat detection in the kitchen. If you are a regular user of the hall please ask one of us how to activate and deactivate the alarm. If you are a one-off user then check for fire first. If it’s a false alarm then press ‘silence alarm’ on the panel and call the host on duty.
15. The alarm IS NOT linked automatically to the Fire Service you need to ring them.
16. The muster point is in the car park at the back of the building by the children’s play area.
17. Main Hall
18. Once you’re in the hall you may wish to open the external doors – they may be left open during the hire but should be fixed open and shut afterwards.
19. Tables and chairs are stored through the double doors at the back of the hall. If you use them please make sure they are returned to the same place, chairs only go one way round on the rack or they won’t all fit – see the picture on the wall.
20. Harry Storey Room
21. If hiring this room, the host must remove the padlock from the gate (leading from the preschool garden to the rear car park) in order that guests can reach the muster point in the event of an emergency. Padlock code is written in the key box in the bar area (or ask Sandra). At the end of the hire, host should ensure padlock is reattached and gate is secure.
22. Heating, toilets, cleaning materials and disposal of rubbish
23. The heating control is in the cupboard on the left hand side before entering the hall. During cold weather please buy some heating cards and insert them into the machine as demonstrated by the LVH host.
24. There are four female toilets. Please ensure they are clean before and after the hire. Hirers please make sure that the bin is emptied. Male toilets are not used frequently so check they are ok. The urinal has an hourly ‘freshen’ flush.
25. There is a broom and mop in the lobby outside the male toilet. Please do sweep up afterwards. Use the mop only for spot cleaning if there are spillages
26. Show bins (drawer to the right of the ovens) Please take all rubbish home with you.
27. Kitchen – equipment for your use
	1. Fridge on the left of the serving hatch
	2. Water heater (automatic filling, green light when hot and ready). Switch OFF after hire
	3. Plates and cutlery – please wash when finished with. Report breakages in the communication book. The book is located on top of the Covid first aid kit in the bar area.
	4. Cleaning materials, tea towels, washing up liquid and oven gloves – please bring your own.
	5. Dishwasher – Try and set the dishwasher going early so that you can empty it before you leave. Please bring your own tablet.
28. Contact
	1. Main contact for bookings –
	2. LVH host on duty – If you are showing a client around please give them your contact number if they need information or if there is an emergency
29. Special Covid guidance – We request that guidelines continue to be followed see Risk Assessement.
	1. There is a Covid first aid kit for anyone taking ill during the hire. It is kept in the Bar area next to the kitchen.



Date:

Name of hirer:

Prompt sheet for LVH host at the end of the session:

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| --- | --- | --- |
|  | **General check for cleanliness & damage but also…** | **Comments** |
| **Main hall**  | External doors shut |  |
| **Storage room** | Chairs stacked Tables stacked |  |
| **Kitchen** | Bins emptyDishwasher emptyOven, hob & urn turned offWindow shut |  |
| **Harry Storey room** | External door shutWindow shut |  |
| **Ladies’ toilets** | Bin emptyWindow shut |  |
| **Gents’ toilets** | Bin emptyWindow shut |  |
| **Disabled toilet** | Bin emptyWindow shut |  |
| **Stage** |  |  |

Check all lights turned off (including outside lights) and then set alarm and lock front door upon departure.

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| --- |
| LVH comments:Hirer Comments/Response:  |