



Kingswood Village Hall

Address: Waterhouse Lane, Kingswood KT20 6EP

What3 words: ///taped.tent.reject

HALL PARTY USERS' GUIDE

We hope you have a very enjoyable party at our Hall. This Guide will tell you where things are, what you can use and how to leave the Hall at the end of your party.

Kingswood Village Hall is run by the KVCA for the benefit of the local community. All KVCA members are volunteers. It is a condition of your use that you leave the Hall safe, clean and tidy for the next User, with all equipment returned to its correct storage place. and all rubbish taken home with you for recycling or disposal.

***“Please leave our Hall
as you would like to find it.”***

Note that the start and finish times for your booking are from when you unlock to go in, until when you lock up at the end. This must include any setting up beforehand, as well as clearing up afterwards.

Hall Managers: Simon & Sheila Peacock
01737 371397 (or in an emergency 07733 360524)
kvca.hallbookings@gmail.com

FACILITIES AVAILABLE

1. There are 9 chairs with arms along the rear wall of the Main Hall and another 40 in the Foyer. They must be returned to the same places after use (see photos displayed). The trolley must always be used to move the chairs, to avoid scratching the floor.
2. 4 round tables, 15 oblong tables, 8 square tables and 8 children's tables are in the Garage, plus 77 adult and 30 children's chairs. The Garage key is kept in the Kitchen key cupboard. **The key must be returned to this cupboard.**
3. Crockery and cutlery are available in the Kitchen cupboards. After use they must be washed, dried and put away in readiness for the next users. Tea towels are in labelled drawers in the Kitchen.
4. For safety reasons we do not keep sharp kitchen knives at the Hall, so please bring your own if you need them.
5. A fridge-freezer is available in the Kitchen for use during your party. Please check that it is empty when you leave.
6. There is a boiling water heater in the Kitchen (Heatrae Sadia Express). This provides near-boiling water and should only be used for coffee/tea making. Switch it on 20 minutes before use. **Use with care. Switch off after use.**
7. Central Heating for the Hall is controlled by a smart thermostat and has been pre-set by the Hall Manager for booked sessions. However, if you wish to adjust the target temperature during your session there is a knob on the control unit by the door between the Main Hall and the Foyer.
8. An Audio Visual System available at an additional charge. However, **a prior training session by the Hall Manager is essential** and should be booked as soon as possible. For that you should bring the device and audio/visual material you plan to use.
9. You may use the front stage apron area, but you are not allowed to go through the stage curtains to the rear stage and dressing room. This area can be dangerous as set construction may be in progress. Please ensure all your guests, especially children, know that this area is out of bounds.

10. The Hall has a Fire Alarm system linked to a local call centre.
 - 10.1. **Do not use a smoke machine! It sets off the alarm.**
 - 10.2. If the Fire Alarm sounds, evacuate all members of your group to the Assembly Point at the rear of the car park.
 - 10.3. If you discover a fire which you cannot immediately extinguish, evacuate all members of your group to the Assembly Point and activate the Fire Alarm by pressing the red button by one of the exit doors.
 - 10.4. In either case **ring 999**. Tell them the What3 words location is: `///taped.tent.reject`
 - 10.5. Then ring Hall Manager Simon Peacock on **07733 360524** and wait for help to arrive.
11. You may put up decorations as long as they do not damage the Hall fittings or paintwork. Please use hooks provided if possible. You may NOT use confetti or loose glitter inside or outside the Hall, as it is too difficult to clear up afterwards.
12. There are 8 car bays in the Car Park on the left of the Hall which are available for Users. You may double-park if you wish. All parking is at the vehicle owners' risk. There is a 'right of way' for other vehicles through our car park to their own parking beyond; please make sure it is kept clear and warn your members and visitors to take care. Put out the warning sign you will find in the Foyer and bring it in again after your party.

HALL KEYS

1. A key to the front door of the Hall can be collected from Kingswood Village Store (KVS), Waterhouse Lane, Kingswood KT20 6EB shortly before your booking begins.
2. If using the AV System, you need to ask for the AV key as well.
3. Each key requires a £20 cash deposit, refunded on key return.
4. **KVS hours: Mon-Fri 7am-8pm; Sat 7am-5pm; Sun 7am-noon.**
5. Please return keys within 24 hours of your booking.
6. When you unlock the front door for the first time, we suggest that you check that you know how to re-lock it properly.
7. Do not leave the Hall unlocked and unattended at any time.

AT THE END OF YOUR SESSION

1. **All areas of the Hall, Kitchen and Toilets must be left clean and tidy. Sweep all floor areas used and thoroughly clean up any spills.** The cleaning equipment cupboard is in the Foyer.
2. Return 9 armchairs to the rear wall of the Main Hall and 40 brown chairs to the Foyer, under the Lighting Box, in 4 stacks of 10.
3. Put 2 small square tables onto the front of the stage.
4. Return all other chairs and tables to their original positions in the Garage. Photos of locations are on the wall. Lock the Garage and return key to the Kitchen key cupboard.
5. We want to maximise recycling and minimize general waste. **You must take home with you all waste from your party, including items which can be recycled.**
6. **You must not put any waste into outside bins beside or behind the Hall.** They belong to our neighbours who understandably get very cross! Your deposit will not be returned if you leave rubbish at the hall.
7. In the Kitchen make sure that the red gas supply handle, all gas rings, the oven and the boiling water heater are turned off.
8. Check that all lights are switched off particularly the Garage light and both light switches in the Entrance Lobby. The toilet lights and the outside entrance light are on sensors and will turn themselves off after a set time.
9. Check that all doors are securely locked. This includes the Garage door, the 2 fire exit doors in the Hall, the Kitchen door and finally the front door through which you exit.
10. Close the front door fully, release the handle, insert the key and turn clockwise until you hear a click, turn the key anticlockwise until it is vertical again and withdraw the key. Press on the handle to check that the door is now locked.

Thank you for leaving our hall ready for the next user.

If you have done this, your security deposit will be refunded to your account. Please make sure you have sent your account details to our Treasurer at KVCA@ecit.uk.