

Clavering Village Hall – Hirer Checklist 2025

[Please read through before arrival and before exiting]

Bring your Own:

Hirers are required to provide their own bin bags, tea cloths and washing up cloths, chopping boards and kitchen/carving knives (even if using the Village Hall crockery, cutlery and glassware) as such items are not provided in the Hall.

Facilities Included in Hire:

Car Park: The Hall boasts an extremely large (45m x 35m), free car park. There is a floodlight that must be turned off at the inside switch before exit. Please note that nighttime lighting is sparse.

Catering: The Hall has a well-equipped kitchen with a serving hatch, and contains a large Range Cooker, a fridge, microwave, water urn and kettle. There is also extensive crockery, glassware and cutlery.

Tables & Chairs: Fold out tables and chairs for 100 people. Note that there is a tool on the wall next to the folding tables for use to open and close the legs.

Bar: A hatched bar area with a large drinks' fridge, sink, small freezer for ice and a collection of glasses.

Bar Furniture: 8 square tables and 10 leather tub chairs

Piano: Stand-up piano tuned once per year

Stage: 15ft x 12ft Curtained stage with full PA system. Must be specified as required when booking.

PA System including microphone

Night Security Parking Lights There is a flood light attached to the hall. The switch is by the front door in the foyer.

Heating: Be sure to allow enough time before your event for the Hall to heat up. The hall is not heated in between bookings.

Cleaning Supplies: Sweepers, mops, and other cleaning equipment can be found in the storage room behind the stage. We are a charity organisation- please ensure you leave all cleaning apparatus and materials on site.

Toilets: 5 toilets (1 disabled, 2 male and female assigned suites with 3 stalls), 2 single WC suites at the rear of the hall (one of these disabled access).

Event Spaces: 3 defined event spaces:- main hall (with stage), bar area, side room.

Disabled Facilities:

- An induction loop system to assist people with hearing loss is fitted in the main Hall (the loop does not extend to the bar area).
- Wheelchair access is available via the front door entrance. There are two Blue Badge parking spots near the front door.
- An accessible toilet facility is available to the right of the front entrance and at the rear of the Hall.

Please report any evidence of damage or faults to electrical equipment or to the fabric of the building to the Booking Secretary : claveringvhall@hotmail.co.uk

Important Requirements to Observe:

- The Council of Management accepts no responsibility whatsoever for any loss of or damage to property or for any personal injury suffered by anyone using the Hall and its surrounding area during any period of the function.
- The Hall must be vacated at the time specified in the booking form, by which time clearing up responsibilities must have been completed.
- **DO NOT access the stage, nor open/close the stage curtains, unless this area has specifically been agreed within your hire.** If you have good reason to open the stage curtains, it is essential that this is NOT done by hand. Access the stage via the back of the Hall and turn the winder which is situated on the left-hand side of the curtains facing outwards into the Hall.
- **Children are NOT to be allowed to play on the Stage** (unless taking part in an entertainment etc).
- **Do not allow children in the kitchen** except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding and do not allow running.
- The kitchen bin must be left empty and clean; it must only be used with a bin liner.
- **Do not attempt to carry or tip a water boiler when it contains hot water.** Leave it to cool.
- Please clear up any spillages immediately with a damp mop.
- A cleaning/clear-up charge of £50 will be applied if the hall is not left clean and ready for the next user or if waste is left or is overflowing from the bin.
- To ensure the safety of small children you may be required by the provisions of the Children's Act to keep both front and back doors locked while children are present. There is a bell at the front door for use by late arrivals and approved visitors.
- No dogs except guide dogs and licensed assistance dogs are permitted in the Hall.
- Please do not staple or sellotape decorations onto any part of the Hall or the furniture.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring onto the property any portable electrical appliances which have not been Appliance Tested.
- Do not attempt to move heavy or bulky items manually (e.g. stacked tables or chairs)- use the trolley provided.
- The glass in the interior folding doors is toughened and reinforced with wire mesh. Nevertheless, it will crack if hit hard enough. Please act responsibly.
- Playing ball games inside the Hall is discouraged, but if played must be supervised so as to avoid the risk of damage to the Hall, particularly the light fittings.
- Crayoning, painting, eating snacks or drinking in the carpeted areas is NOT permitted, unless a floor covering is used to protect the carpet tiles, and this is carefully removed and shaken outside the Hall; nor may the round tables in the Bar be used for crayoning or painting.
- The use of bouncy castles in the Hall is at the risk of the person hiring the Hall and those permitting their children to use it. We take no responsibility for accidents that may occur from the use of such or similar equipment. We suggest you discuss insurance with the bouncy castle company
- **Hirers must ensure that the noise emanating from the Hall is not such as will give rise to annoyance to residents. In particular, the emergency exit doors to the car park must remain closed during the function. Any bands or disco must cease to play by 11.30pm so that the hirers' responsibilities regarding clearing up (set out below) can be completed for the event to finish by 12 midnight and all vehicles are able to leave the car park quickly and quietly**

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On Arrival:

Keys: The key lockbox can be found to the left of the front door near the defibrillator. You will be emailed the key box code 48 and 24 hours before your event.

Heating: Be sure to allow enough time before your event for the Hall to heat up. To switch on the heating, you simply need to push the button behind the stage on the back wall. If you press it once you get 1 hour of heat. You can press repeatedly for up to 4 hours of heat and the 5th press will turn it off again. Blue lights clearly indicate progress through this process. The temperature cannot be adjusted from inside the Hall, it is simply off or on. If necessary, it is your responsibility to let yourself in a little early and turn it on to heat up. The heating will not come on past midnight. If the heating trips out, open the boiler room and press reset switch on the front of boiler.

Lights: Panels can be found in each room plus a main switchboard for the hall in by the doors as you enter the main hall.

Fire Exits: Make sure that all emergency exit doors are clear as soon as the Hall is to be used and throughout the hiring.

Cooker: Turn on power at the large wall switch. An instruction booklet for the cooker is located in the wall cupboard directly opposite the cooker. Please return this after use. To operate rings just turn on. To use oven, it is necessary to start the clock, but it is not necessary to set to the correct time. To start clock, depress both left-hand buttons simultaneously and turn right-hand button – clock should then give a reading and auto oven signal should disappear.

Stage: The stage and curtains are out of bound unless agreed when booking.

Before you leave:

Please ensure you leave enough time between the end of your event and the end of your booking window to complete the following tasks:

- Toilets:** check all 5 toilets are ready for the next user:-
 - Flush and clean if required.
 - Pick up rubbish from floor.
 - Empty bin if full.
 - Check taps are off and windows are shut.

- Kitchen:** Clean the Kitchen (if used)
 - Empty the fridge
 - Wash and dry any kitchen items used (i.e. crockery, cutlery and glassware). Put them away.
 - Empty bin, either taking your rubbish home or placing in the in the large trade waste bin which is located at the rear of the village hall. Please note this bin is not emptied every week, so we ask that Hirer's have a plan to take their rubbish when they leave.
 - Turn off Urn (if used)*
 - Turn off the cooker at the switch (if used)*
 - Please mop the Kitchen floor after use

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- Clearing Up:** check all spaces and ensure the following
 - Please clear away all decorations, burst balloons, unwanted food, paper tablecloths, napkins, cups, and plates.
 - Remove all catering equipment, glasses, unused food, and drink.
 - Fold the tables and stack them, face-to-face, back in the store beside the stage. Note that there is a tool on the wall next to the folding tables for use to open and close the legs.
 - Using the chair trolley provided, stack the chairs ten high under the windows in the Committee Room, (opposite side of Hall from Bar) but not in front of the wall cupboards.
 - Sweep the Hall floor and mop if necessary (please use red mop and bucket for toilets, blue for everywhere else)
 - Vacuum carpeted areas if necessary (*a vacuum is provided)
- Lights:** Turn out all lights (including the toilet lights and outside light – the switch is located at front door).
- Doors and Exits:** Secure the site
 - Check fire doors are closed and quick release bar is secured.
 - Lock back door- key not required.
 - Lock front door and return the key to the key safe lock box and ensure the safe is securely locked after use i.e. once locked, changed the code away from 2445.

In case of an Emergency:

FIRE PRECAUTIONS AND CHECKS

- In the event of a fire, the person in charge of the hall or function must instruct all persons to leave the building, using the nearest available exits.
- **CALL THE FIRE BRIGADE – DIAL 999.**
- **GIVE THIS ADDRESS: CLAVERING VILLAGE HALL, HILL GREEN, CLAVERING, CB11 4QS**
what3words location identifier: rinses.spud.quicker
- Attendees should ensure that once the Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc.
- On the arrival of the Fire Brigade, the person in charge of the Hall must report to the Officer in Charge whether all persons are accounted for and the last known position of anyone missing.
- Attendees should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.

PROCEDURE IN CASE OF ACCIDENTS

- The location of the nearest hospital Accident & Emergency/Casualty Dept is:
Princess Alexandra Hospital, Hamstel Rd, Harlow, CM20 1QX. Tel: 01279 445555
- The location and telephone no. of the nearest doctor's surgery is:
Frambury Lane, Newport, Saffron Walden, CB11 3PY. Tel. 01799 540570
- The First Aid Box is located in the Kitchen.
- The accident book forms are located near the First Aid Box. This must be completed whenever an accident occurs.
- **Any accident must be reported to the Booking Secretary.**

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