

# Messing Village Hall

## Instructions for Users of the Village Hall

### Noise & Consideration for Others

Please ask your guests to leave quietly at the end of your hire. Car doors banging and loud talk or music from vehicles in the street can disturb local residents. Where a disturbance is considered prolonged and inconsiderate and results in complaints, we reserve the right to retain all or a proportion of your deposit.

Please be aware that there is a private residence adjoining the village hall and if audio equipment is used all back doors and windows must be kept closed to minimise the disturbance to the occupiers. If using any form of audio equipment or instruments you must make sure that the operator of the equipment is aware that the noise must be kept to a minimum and that no bass boxes are to be used.

### Decorations

**Only the pin bar around the main hall walls may be used for decorations.**

The use of drawing pins or Sellotape on the walls, floors or other surfaces will cause damage upon removal, therefore we ask you not to do this. If you do charges will apply for any damage caused. Use of a ladder on the premises with no one else present is not advisable.

### Cleanliness

Please leave the premises clean and tidy and **take any rubbish away with you** when you leave the site. The notice in the kitchen is particularly relevant in this respect, in particular we ask you to ensure table tops are wiped clean before being stacked. Babies used nappies should not be left in the toilet bins. Chairs should be stacked in the correct manner on their trolleys and trolleys put carefully back in the storeroom. All floors must be swept and washed if required. Implements and materials can be found in the janitors' cupboard in the main hall. Additional charges may apply if the hall is not left in a satisfactory state following inspection.

Please ensure that if the playground adjacent to the hall has been used that no rubbish has been left in this area.

### Smoking

The committee would like to remind all hirers using the hall that a **no smoking policy** operates throughout the hall. We would also prefer that smoking does not take place anywhere on the site outside.

### Smoke Machines

The smoke detectors in the village hall are extremely sensitive and any smoke will set off the fire alarms. Therefore the use of smoke machines is not permitted.

### Location and Use of Fire Equipment for Hirers

**No firefighting equipment should be used until the safety of all members in your party is confirmed.**

A range of firefighting equipment is sited at obvious locations around the premises. Notices are displayed adjacent to the equipment on their proper use; it is your responsibility to ensure you are familiar with their use and operation.

In the event of any fire the emergency services should be called and occupants should assemble at the war memorial opposite. No matter how small a fire or similar emergency requiring evacuation of the building, the booking clerk must be informed after the emergency services are called. If further information is needed on the operation of firefighting equipment or operation of the fire doors, you should ask the booking clerk at the time of obtaining the key.

**Please note, the firefighting equipment must not be misused or it will endanger the life of other hirers. If any equipment is misused the cost of repairing or replacing the damaged firefighting equipment will be recovered from the hirer.**

**Faults, Damage or Comments**

Please report any faults or damage to the booking clerk as soon as possible so that they can be rectified quickly. The Management Committee welcomes any comments or observations that you may have about your hire of the premises; please can you put them in writing to the village hall secretary for further action.

**Contacts**

Hall Secretary & Booking Clerk

Steve Smith, 5 Collins Green, School Road, Messing, COS 9TP Tel: 01621 810031

Hall Manager

Helen Longman 22 Lansdown Close Tiptree CO5 ONT Tel: 01621 819113 - Mob: 07739 388757