



KINOULTON VILLAGE HALL

HALL USER GUIDE

Maximum Occupancy	200 persons
Seating	
Main Hall	170 persons (120 if full stage in use)
Meeting Room	30 persons
Contacts	See list of contacts on Village Hall notice board
Keys	See key-holder details on Village Hall notice board
Licences	The Village Hall is registered under the Licensing Act 2003. It has a Premises Licence and the Village Hall Committee is the designated Licence Holder. The Hirer must be authorised to provide entertainment and/or alcohol at any event – see Booking Form.
Insurance	The Hirer is responsible for articles placed in the premises
Ventilation	Windows have 2 opening positions, complemented by push button air vents
Heating	Gas fired system with 3 heating zones – Main Hall, Meeting Room, and Kitchen/Bar/Corridor/Toilets. There are touch thermostats in the Main Hall and Meeting Room for occasional additional time
Water	Constant hot water direct from boiler system
Lighting/Power	Lighting in Main Hall includes: <ul style="list-style-type: none">• Separate switches at each end for stage end ‘spots’• ‘Spots’ for wall hanging• Two output levels for wall lights• Independent switch at stage end for single wall light
Stage/Stage Area	<p>Far end of Main Hall. Portable stage units with guide and assembly instructions are kept in the table store. It is the responsibility of the Hirer to erect the stage immediately before the event, and dismantle it immediately after. Notice of the stage requirement must be given at the time of making the booking.</p> <p>The lighting available is confined to general hall lighting and 6 ‘spots’. Provision for supplementary lighting is outlined in the equipment guide in the chair store, including details of the loading capacities of the ceiling bars and ceiling eye fittings. Facilities rely on hire of lighting bars, dimmer, and control box.</p>

Induction Loop	The Main Hall is wired for use with hearing aids. The equipment and user guide are in the chair store.
Internet Access	Is available. Access code is behind the bar.
Decorations	Small hooks provided on timber frames in Main Hall. Prior permission is required for any further hooks. Please remove any decorations immediately after use.
Waste Disposal	Black bin bags are in the kitchen. Please follow Rushcliffe Borough Council guidance on waste disposal, outlined in the kitchen. Please do not use the bottle banks after 8.30 p.m. to avoid disturbing our neighbours.
Health and Safety	See policy statement on Village Hall notice board
Smoking	There is a 'NO SMOKING' policy throughout the Hall building
Fire Emergency	A fire alarm system is installed. PLEASE SEE NOTICE BOARD FOR BUILDING CHECK TO BE MADE BEFORE USING THE HALL.
Damage to Property	Damage to the Hall building, grounds or contents must be Notified to the Secretary.
Cleaning	Please leave the Village Hall clean and tidy, with furniture and equipment stored away in the place where you found it, and any spillages etc. cleaned up with a damp mop. Under no circumstances should the wooden floor be "washed" as excess water will damage the wooden flooring. It may be necessary to make a charge for any cleaning that has to be organised by the Committee after any event.
Parking	The Committee is unable to accept any responsibility for vehicles parked in the Village Hall car park or grounds. All vehicles are parked at owner's risk.
Emergency	Contact the Secretary, Chairman, or any other Committee member (see Village Hall notice board).
Problems, Concerns & Suggestions	Contact the Secretary, Chairman, or any other Committee member