



HIRER & USER GUIDE

INFORMATION GUIDE FOR USERS OF THE VILLAGE HALL

This document is compiled for individuals/and or organisations and groups hiring the Middleton and Aislaby Village Hall and forms part of the hire agreement. This document should be read and acknowledged in support of your risk and safeguarding assessment (where appropriate) which must be completed before hiring the hall. Additional copies can be downloaded from the village hall web site. To book the hall prospective hirers/users should reference the on line Booking Calendar to determine availability and then ring 07813 688243 to confirm their booking by text, call or e mail stuartplant159@btinternet.com

www.middletonandaislabyvillagehall.weebly.com

Prepared by the Trustees and Committee of Middleton and Aislaby Village Hall

Please note there are two defibrillators in the village—the most immediate to the village hall is in the old phone box on the Village Green

PLEASE LEAVE THE HALL AS YOU FIND IT

Important web site links

BOOKINGS <https://middletonandaislabyvillagehall.weebly.com/bookings.html>

HIRERS PACK <https://middletonandaislabyvillagehall.weebly.com/hirers-pack.html>

FLOOR PLAN <https://middletonandaislabyvillagehall.weebly.com/floor-plan.html>

GOVERNANCE <https://middletonandaislabyvillagehall.weebly.com/mavh-governance.html>

FOR THE SAFETY OF YOU AND YOUR PARTY PLEASE FAMILIARISE YOURSELF WITH THE LOCATION OF THE FIRE EXTINGUISHERS , FIRE BLANKETS , FIRE EXITS AND ASSOCIATED PROCEDURES



Fire Exit signs are located in: The Front Entrance Foyer of the Main Hall, the rear of the Committee Room (Main Hall) on to Car park and over the door in the small hall.



Fire Extinguishers are located in the Front Entrance to the Main Hall, in the Main Hall leading to the committee room, the Main Hall Kitchen and left of the door inside the small hall.



Fire blankets are located in the kitchens of both halls. A Smoke Detector is fitted in the Main Hall



FIRST AID boxes can be found in the kitchen areas of both the Main and the Small Hall, along with the Accident Book. The Accident Book must be completed if any item is used from the First Aid Box. Any serious accident must be reported to the Chair or Treasurer of the Village Hall Committee.

HELP
EMERGENCY

In the event of an emergency assemble in the car park at the rear of the building and contact the appropriate emergency service by ringing 999



IT IS THE RESPONSIBILITY OF THE HIRER TO UNDERTAKE A RISK ASSESSMENT OF THEIR EVENT

<https://middletonandaislabyvillagehall.weebly.com/mavh-governance.html>

CAR PARKING AND PARKING FOR THE DISABLED

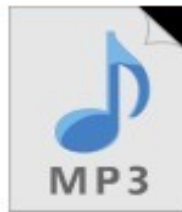


CAR PARKING AT THE HALL IS LIMITED. THE HALLS ARE OFTEN USED BY MORE THAN ONE GROUP AT THE SAME TIMES ON THE SAME DAY. WITH DRIVERS AND PASSENGERS REQUIRING ACCESS TO THE HALLS IT IS ESSENTIAL THAT WE ARE ALL CONSIDERATE OF THE NEEDS OF OTHERS. ALL WE CAN DO IS ASK THAT YOU PARK WITH CONSIDERATION TAKING ACCOUNT OF THE DEMANDS AND THE PREVAILING CIRCUMSTANCES.

PLEASE DO NOT PARK ON THE FOOTPATHS LINKING THE HALLS TOGETHER.



Both halls are now fitted with **fibre optic broadband**, offering speeds suitable for most training and visual aid supported activity on a range of devices including smart phones, tablets and lap top computers. An access code displayed in both halls.



AUDIO - There is access to a fully equipped audio provision, enabling hirer's to play audio MP3 and other formats from almost any portable or mobile device. There is a wireless microphone system and a hearing loop installed. (Hirer's might benefit from a short demo prior to using)

SPECIAL NOTES FOR THE KITCHEN AREA

The kitchen area must be left clean and tidy. Please put all kitchen waste in the outside refuse bin (or if you are able, take it away with you) ensuring that all food waste is bagged and tied before placing it in the outside bin.

You will find bags in the kitchen area.

PLEASE DO NOT LEAVE ANY FOOD IN THE KITCHEN OR THE FRIDGE

PLEASE LEAVE THE KITCHEN AS YOU FIND IT

Hirer's wishing to use the industrial dishwasher **MUST** read the instructions which are on display in the kitchen area in the Main Hall

Middleton and Aislaby

VILLAGE GREEN
TOWN END POND

WARNING SIGN

The refurbishment of the Village Green and Town End Pond requires you to be cognisant of the warning signs and the associated dangers.

A copy of the Risk Assessment is available on line for your inspection.

Cleaning the Hall



The halls are cleaned once a week. Hirer's will also use the cleaning equipment and the associated supplies to make sure they are able to leave the hall as they find it. Might we ask that should anything go wrong with the equipment or it is not working to its optimum level to let us know **immediately** so that we are able to rectify any problems.



Your help and support would be greatly appreciated.

Chair Stacking

Chair Stacking



Inside the door of the Store Cupboard in the Main Hall there is a guide as to how to stack the chairs after use. It is by far the most effective method and we would ask that those responsible for putting chairs away use this format.

IMPORTANT
PLEASE NOTE THAT WHEN CHAIRS ARE STACKED IT IS VITAL THAT THEY ARE STACKED IN LINE WITH CHAIR LEGS IN LINE. TWISTED OR OFF CENTRE LEG STACKING RESULTS IN DAMAGED CHAIRS



Key Safe

Access to the halls requires a Key Code. Hirers are notified in advance of the event date



PLEASE RETURN KEY TO KEY SAFE

DEPARTING THE PREMISES

Access to the building is by use of a Code.

When leaving the building please replace the key in the Safe Box and turn the numbers to a random set.

In the interests of safety and economy, before leaving the building please ensure that:

ALL water taps are turned off, paying particular attention to the toilet areas

ALL lights and appliances are turned off, again paying attention to the toilet areas **THE THERMOSTAT** (central heating) is returned to the preferred setting displayed

ANY litter and rubbish is cleaned up and removed from the floor

ALL Tables and chairs are returned to the position you found them on arrival

ALL windows are closed, shut and locked

Any breakages, faults, shortages should be reported immediately so the next hirer is not disadvantaged

RETURN THE KEY TO THE KEY SAFE

CANCELLATIONS: Please notify either the Chair or Treasurer by telephone, text, e mail or via the web site if you have to cancel a booking. Our cancellation policy is available for information on the web site. We do not want to invoice you if you have not used the facilities.

PAYMENT: Invoices are sent out by e mail to users at the month end and the Treasurer offers a number of payment methods.

COOKER: If you plan to use the range cooker for the first time please refer to the laminated INSTRUCTION BOOKLET which is located in the kitchen area in the Main Hall.

INSTANT HOT WATER BOILER: Please become familiar with the operating instructions. They are simple but do need to be complied with. The most important is to switch it on as soon as you enter the premises so it is ready for use as quickly as possible.

PERSONAL HEALTH AND HYGIENE: With the provision of personal health and hygiene facilities, and the installation of the baby changing table in the ladies toilet in the Main Hall, we would ask that soiled nappies be removed from the premises in plastic bags. If secured they can be disposed of in the external bin or preferably taken home.

Only toilet paper should be put in the toilet. Nappies and other bulky items should and MUST not be disposed of down the toilet.

CONSIDERATION FOR THE NEXT OCCUPANT OF THE HALL IS IMPORTANT

PLEASE LEAVE THE HALL AS YOU FIND IT



PLEASE DO NOT, UNDER ANY CIRCUMSTANCES USE BLUETACK, SELLOTAPE OR OTHER BRANDS OF FIXING DISPLAY ITEMS TO ANY OF THE WALLS IN EITHER HALL.

DISPLAY BOARDS ARE AVAILABLE UPON REQUEST

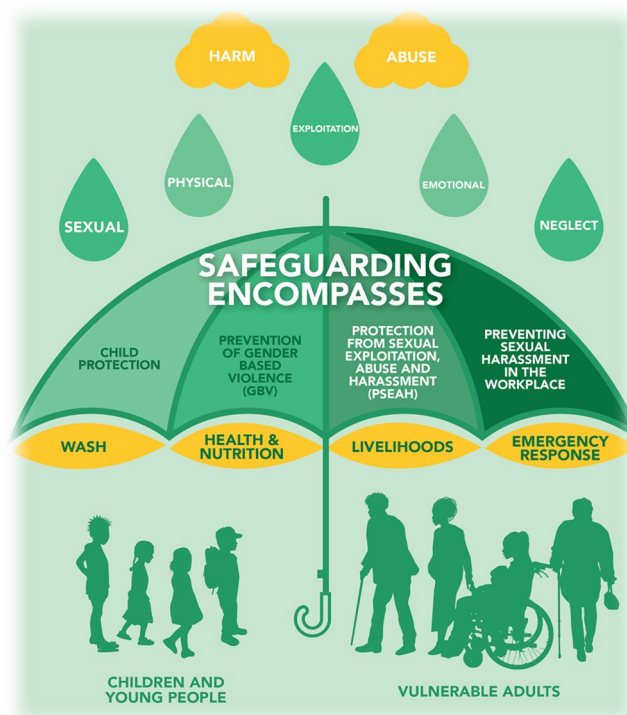
SAFEGUARDING

Safeguarding is a collective responsibility

Protecting people and safeguarding responsibilities are governance priorities for Middleton and Aislaby Village Hall Trustees and Committee Members. It is a fundamental part of operating as a charity for the public benefit. As part of fulfilling our trustee and management duties, we must take reasonable steps to protect from harm people who come into contact with the Village Hall through organised functions and activities. This includes: people who benefit from providing and organising those activities and functions, staff, volunteers and other people who come into contact with the Village Hall. The Charity Commission hold trustees to account if things go wrong and will check that trustees followed this guidance and the law.

Definition

“Safeguarding means protecting people’s health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. It’s fundamental to high quality health and social care”



MIDDLETON AND AISLABY VILLAGE HALL

CHILD PROTECTION & VULNERABLE PEOPLE PROTECTION

The hirer shall comply with MAVH Safeguarding Policy - a copy is on OUR WEB SITE

The hirer must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

When requested, the hirer must provide MAVH with a copy of their Safeguarding Policy and evidence that they have carried out Safe Recruitment checks including through the Disclosure and Barring Service (DBS).

Middleton and Aislaby Village Hall

Hiring Policy

Middleton and Aislaby Village Hall (s) are available for hire in the first instance to local residents, local charities, community and informal groups and thereafter to businesses and individuals in accordance with this Hiring Policy statement

1. The Hiring Agreement is a formal contract in two parts: 1)The Booking Form and the 2) Hirer's Guide document. <https://middletonandaislabyvillagehall.weebly.com/hirers-pack.html>
2. Hirers must clearly state the purpose of the hire on the booking form and indicate if any licensable activities are associated with the hire period. The on line booking calendar does not facilitate direct bookings but is offered as a planner and information platform.
3. Bookings for children's parties must be made by an adult.
4. Hirers are usually invoiced by e-mail at the month end following their booked event and are given options of a payment method, cash, cheque, bank transfer etc
5. First time or unknown hirers under exceptional circumstances may be asked for a returnable deposit in addition to the hiring charges. The deposit will only be returned in full if the hall is left in a clean and presentable condition following the hiring.
6. The hall is only available for sessions agreed at the determination of the hirer and in negotiation with the Booking Secretary as stated on the Booking Form
7. Hourly rates will apply and are set out on the web site. <https://middletonandaislabyvillagehall.weebly.com/bookings.html>
8. Charges are set by the MAVH Management Committee and are reviewed on a regular basis.
9. Details of officers and contacts are available on line and on the village hall notice board <https://middletonandaislabyvillagehall.weebly.com/contact.html>
10. Access to the halls are by safe key and codes are revealed at least 48 hours before the start of the hire period.
11. Details of bookings will be forwarded by e mail to the Treasurer for processing payment . A copy of the booking form and the Hirers Guide are forwarded to the hirer for signature prior to confirmation of the booking.
12. As an integral part of the Hirer's Agreement hirers are required to undertake a risk assessment of their event/activity and to adhere to the MAVH Safeguarding Guidelines and their own Safeguarding Policy, if appropriate. Guidance is available on the web site. <https://middletonandaislabyvillagehall.weebly.com/mavh-governance.html>

Document approved March 2024

Part 2 of 2 in conjunction with Part 1 of 2 Booking Form