

# Hope Village Hall

## Handbook for those hiring the Hall

Hope, Shropshire  
SY5 0JB

Set in the Shropshire Hills Area of Outstanding Natural Beauty.

Contact numbers:

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Hope Village Hall is located in the small Settlement of Hope, between Minsterley and Bishop's Castle. It has an enviable setting in the Shropshire Hills Area of Outstanding Natural Beauty and serves a widely dispersed community covering several other Settlements.

The much loved original Hall, a 'retired' army building, had been on the site from 1953 but after 40 years was beginning to show its age and a decision had to be made to undertake costly repairs or to seek a replacement but, with a timely intervention, (the then) South Shropshire District Council was able to provide a significant grant to allow for the replacement route to be followed. That was in 1995 and since then the Hall has been kept intact and running smoothly by a series of committed volunteers who are Trustees of the charity which runs the Hall through a Management Committee.

The Hall's finances are derived from the proceeds of hirings, donations from generous community members and the very hard-earned fund-raising initiatives by volunteers, but the larger financial needs have often been met with generous grants from the National Lottery, Shropshire Council and Worthen with Shelve Parish Council, for which we are always very grateful. It is from all of these sources that the Hall is able to look so well and to be a precious resource available for all members of our dispersed community.

The Hall provides a centre for various in-house events during the year, for our regular hirers and for the one-off occasions and celebrations that provide memories for the attendees. Anyone wanting to hire the Hall should follow the guidance that is available on our website (<https://hopevillagehall.org.uk/>).

The challenging time that the Hall was obliged to close because of the Covid-19 pandemic provided the opportunity for redecoration and kitchen refurbishment and now, over 25 years since its build, the Hall looks as good as new and ready for business.

We hope that the guidance contained in this Handbook proves helpful for your use of the available facilities, especially if you're not too familiar with the Hall. It represents what is available, how things work, what you should look out for and where you should take extra care and some of it will reinforce issues written into the Hiring Agreement and the other documents available on our website.

We hope that you enjoy using our Hall, and that you will consider returning for further events. If, as is said, you have enjoyed your hiring experience please tell others; if you found there was anything of concern or that you think we could do better we would rather hear first and please do not hesitate to get in touch. We are willing to learn, are always pleased to receive comments and will do anything that is reasonably within our power to provide an excellent facility for our users.

There follows a walk-through of the facilities and what the Hall has to offer but if you have any questions please contact us.

**Hope Village Hall is a Covid-19 Secure facility and, as such, is allowed to open and offer the facilities you see below, but depending on any governmental restrictions that may be imposed from time to time.**

1. **Hiring:**

Hope Village Hall is a registered charity and the Management Committee thank all hirers for choosing, using, maintaining and caring for our wonderful hall.

The current hiring charges are displayed at:

<https://hopevillagehall.org.uk/public-documents/hiring-documents/>

2. **Keys:**

Hirers are provided with a set of keys for the Village Hall, comprising all lockable exterior doors (front, Committee/Bar Room and Kitchen). Care must be taken to return all of these keys to avoid us having to charge for replacements.

3. **Covid-19:**

Although the government's Covid-19 restrictions have been lifted and Hope Village Hall has now withdrawn its Covid-19 Special Conditions of Hire, it is more important than ever that vulnerable people, those who feel more cautious and those who have suffered as a result of isolation during the last few years feel confident using our village hall in order to improve their mental health and wellbeing. Consequently, in order to enable us to accommodate and support the vulnerable or nervous in our community, we encourage our users to follow these principles:

- (i) No one likely to attend an activity or event should do so if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours;
- (ii) Under current Covid-19 guidelines, hirers can decide on whether to impose social distancing and face coverings when entering or moving about the Hall. We can advise you on all of these issues at the time of booking;
- (iii) Hirers are responsible for regular cleaning of frequently used surfaces during the hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving.

Please take care cleaning electrical equipment: Use cloths - do not spray!

- (iv) The premises should be well ventilated throughout your hire, with windows and doors open as far as convenient and safe to do so. **You will be responsible for ensuring they are all securely closed on leaving.**

Please note, we will have the right to close the hall if there are safety concerns relating to COVID-19 or in the event that public buildings are required or advised to close again. If that is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

**4. Disabled access:**

The Hall has a double-door entrance/exit and from the Main Hall there is a double-door fire exit. Both of these have shallow ramped access from the car park to allow full use by mobility impaired visitors.

**5. Toilets/Wash rooms:**

The toilets for both women and men are sufficient for the maximum numbers allowed by licensing.

A separate toilet is fully equipped for mobility impaired users and also holds a baby changing facility. It has an emergency pull cord, which can activate sound and visual alarms outside the door. A second pull on the emergency cord will re-set the alarm.

The alarms will also activate if the room's light fails but the emergency light will then activate to provide light for the occupant's exit.

If the alarm is sounding there is probably someone who needs help inside the toilet so no-one should ignore it and the door can be opened from outside with a screwdriver or small coin.

**6. Heating:**

The Hall's heating system easily achieves a comfort level in all rooms. If for some reason you require a higher level for your event, we can increase the temperature given prior notice.

**7. Occupancy levels:**

The maximum number of people allowed in the Hall, for each type of use, is:

-	Dancing:	184
-	Dancing & tables:	115
-	Seated at tables:	78
-	Seated audience:	132

**8. Electrics:**

All of the Hall's fully identifiable electrical circuits are now controlled from three Consumer Units in the Committee/Bar Room. Below these Units there are switches for:

- Dimmable soft lighting in the Main Hall
- All toilets
- Outside lights

All of the Hall's portable electric appliances are inspected annually and are included on a PAT certificate. Hirers must not bring any such appliance for use in the Hall if it/they do not hold, and marked with, a similarly current PAT certificate.

**9. Risk Assessments:**

Hope Village Hall has compiled formal risk assessments on Covid-19, Health & Safety and Fire Safety. All of these documents are available on the Hall's website at:

<https://hopevillagehall.org.uk/public-documents/hiring-documents/>

It is the responsibility of the hirer to read these documents and to adhere to their content.

**10. Decorations:**

If you intend to incorporate any sort of wall hung decoration during an event, you must not use Sellotape, drawing pins, nails and Blu Tack on the interior walls as this will cause damage.

**11. Car Park:**

Even before entering the Hall there are a few important issues to consider.

**It is important that hirers do not allow attending drivers to cause obstruction of the narrow road outside the Hall because it is a vital access route for emergency vehicles and local residents.**

Vehicle users of the car park do so at their own risk and the Hall's Management Committee will not accept responsibility for any damage, accident or loss.

The car park is an enclosed area with a single wide entranceway/exit so drivers must take great care when manoeuvring to park or when leaving to avoid vehicle or pedestrian traffic.

The Hiring Agreement requires that hirers manage responsible parking so it may be necessary for you to nominate someone to handle parking arrangements when appropriate, or if a large number of vehicles are expected. With careful arranging there should be room for 20+ cars.

It may be possible to arrange overflow parking close to the Hall for certain large events but sufficient notice must be given to the land user and, even then, please bear in mind that permission cannot always be given, depending on circumstances and weather. If approved, this ancillary parking must be supervised by the event holder. Contact details can be provided as necessary.

For the last person leaving the Hall, a motion sensor activates the light over the Entrance door, and it will then turn off automatically.

**12. The Entrance Hall:**

This is a spacious area providing access to the toilets but doubles as a bar area, when necessary, with a large serving hatch through to the Committee/Bar room.

**13. Main Hall:**

Of course, the Main Hall is the most important area for most Hirers. It has good natural light with expansive bay and upper-level windows and is well lit for evening events. The wooden floor is ideal for all occasions.

The following items are available and can be provided, by prior request, for your event:

- Public address system
- Induction Loop system, to assist hearing aid users, but must be used with a microphone and PA system
- Projection screen and table
- Digital piano
- Stage blocks, to create a moveable stage
- High-level stage lighting
- 12 large tables
- 6 smaller tables
- 8 round tables
- 100 chairs
- Numerous pedal bins for your waste

This room has the Hall's main double-door fire exit with emergency push/crash bars.

At the end of the Main Hall are two store rooms, one for the Hall's exclusive use and the other as a furniture store.

#### **14. Kitchen:**

A fitted kitchen provides the following facilities:

- Large electric cooker (oven & 5 rings)
- Fire Blanket
- Microwave
- Electric water boiler. **If the automatic water boiler is used, it is essential that its electrical and water supplies are turned off in accordance with the instructions posted beside it.**
- Large larder fridge
- Large freezer
- Water heater
- 2 electric kettles
- Pans & utensils
- 100 cups and saucers
- 75 bone china mugs
- 50 plates and bowls
- Cutlery
- 12 trays
- Tablecloths, which, if used, must be laundered by the hirer and returned within 7 days of end of hire.

Great care must be taken when handling knives and children must not be allowed into the kitchen.

There is a large hatch through to the Committee/Bar Room and another large hatch providing service to the Main Hall.

An outside door at the rear of the kitchen allows direct access for provisions etc, but this must be kept locked during the time that the public are in attendance.

**15. Committee/Bar Room:**

Although the Main Hall would be best for most hirers/occasions, the Committee/Bar Room is available for small-group meetings but, as its name implies, it also doubles-up as a bar and has hatches through to the Entrance Hall, for serving, and the kitchen for provisions and washing-up facilities.

If alcohol is to be sold at any event hirers must make their own arrangements for a licensed visiting bar provider and must seek our prior consent and to give at least 10-day's-notice of an application for a Temporary Event Notice (TEN) to the licensing authority.

Cupboards under the bar area hold a great many glasses of many styles and sizes.

An outside door at the rear of this room allows direct access for provisions etc, but this must be kept locked during the time that the public are in attendance.

**16. Safety:**

Of course, the safety of our hirers and their guests is paramount and we hope that you never have occasion to rely on the provisions we have made, but:

(i) Emergency lighting is fitted in each room, which activates in the event of a power cut, or if the Hall lighting is turned off for maintenance.

(ii) In the event of fire:

- There are two fire exits; the front entrance and the Main Hall's Fire Exit, both of which have double doors. Both of these fire exits are marked as such with the required emergency lights.
- There is a smoke alarm in the ceiling of the Main Hall
- Fire extinguishers (Foam) are in the:
  - Entrance Hall;
  - Main Hall (by the double-door Fire Exit); and
  - Committee/Bar Room.
- A CO2 (Carbon Dioxide) extinguisher, for use with electrical fires, is in the Main Hall (beside the kitchen door); and
- a Fire Blanket is beside the rear external door in the Kitchen for use on an oil/cooking or an electrical equipment fire.

All of the fire-fighting equipment is independently checked annually.

A document entitled, 'What to do in the event of fire' is attached to our Standard Terms & Conditions of Hire, which, by signing the Hiring Agreement, hirers confirm they have read and understood.

It is essential that if any of the fire extinguishers or the fire blanket are used, the Bookings Secretary must be notified so that early replacement can be made.

Notices are in place in the kitchen and the Entrance Hall about how to use extinguishers on each particular type of fire. Hirers have the responsibility of ensuring they are aware of these procedures and what to do in the event of fire.

The notices are also displayed on the Hall's website alongside our Fire Safety Risk Assessment, which all hirers are required to read and to understand their responsibilities of how to notify the Hall's occupants of fire and to manage an evacuation of the premises.

**It must be remembered that fire extinguishers are for small fires only and have a very limited operating time. The safety of the Hall's occupants for evacuation must be considered first, especially if vulnerable people are at risk.**

(iii) First Aid boxes:

A catering First-Aid box and a Burns First-Aid box are located together in the Main Hall on the wall beside the kitchen door. They are secured by small cable ties which can be cut using the scissors which hang behind the door of the tall kitchen cabinet.

A pack of blue, Hyplast waterproof plasters, for kitchen use, are also hung inside the tall kitchen cabinet.

Hirers must take care to manage the security of these First-Aid boxes and to notify us if any items are used so that we can replenish the stock.

(iv) There is no landline phone at Hope Village Hall but mobile phones do have good service in case the emergency services are required. In this event, someone should be delegated to make the call and wait in the roadway to assist on their arrival.

(v) Reporting accidents/incidents

By legislation, hirers and Hope Village Hall have responsibilities to record matters that might affect Health & Safety and with matters such as death, certain serious injuries and certain 'dangerous occurrences' with the potential to cause harm these are subject of official notification under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013' (RIDDOR).

To satisfy these requirements, a set of books are held in a wall hung rack in the Committee/Bar Room:

a) Accident Book:

In the event of an accident happening during a hiring, the responsible person on site must enter details of the occurrence in this book, detailing the circumstances and the injury caused, no matter how small. It is only by doing this that the Hall can satisfy their legal obligations under Health & Safety legislation.



When such an entry is made, the Hall's Bookings Secretary must be informed immediately.

- b) Incident Book:  
Similar to the Accident Book, a record must be made of any incident, that is other than an accident, that might somehow affect the Hall, or its operation. This may be an incident within or outside the building.
- c) Fire Safety Book:  
This is for Hope Village Hall volunteers to record the various checks that are necessary throughout the year.
- d) Maintenance Book:  
With any public building there will be times when damage may occur or defects are detected. Hirers should make a note of any issue that they consider might affect the maintenance of the Hall, so early resolution can be made.

With any damage caused during a hiring, you must notify anyone on the Contact list as soon as possible.

## 17. **On leaving:**

### (i) Cleaning:

- The hall must be swept and left tidy. Large brushes are in the chair store and smaller brushes, dustpans etc are in the Kitchen.
- The cooker, fridge and freezer are to be left in a clean state.
- All surfaces must be sanitised.
- Toilets must be left clean and tidy.

### (ii) Rubbish:

Please make use of the numerous pedal bins available, but as there is no rubbish collection from the Hall, **you must take the bagged rubbish home with you.**

### (iii) Finally:

Please check that:

- All signs and decorations are removed;
- All tables and chairs are stacked neatly in the furniture storage room, with the chairs no more than 10 high, using the trolley provided;
- All doors & windows are closed and locked;
- **All taps, lights and other appliances are turned off;** and
- You have not forgotten any personal items

**We hope that your event goes well and that you will consider future use of Hope Village Hall.**