

## Ravensden Village Hall General Information.

Please telephone **07999 87 0876** in case of difficulty.

### **Opening and closing**

The Village Hall keys will be available from the Duty Officer see Clause 1.2 of the Hire Agreement and Clause 29 of the Standard Conditions of Hire. After locking up at the end of the Hire period the keys must be returned immediately to the Duty Officer.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Guests are expected to vacate the premises quietly before or at the end of a licensed period. Failure to comply with this will result in forfeiture of your deposit.

### **Safety** Also see **SAFETY** document.

In the event of a fire, The Village Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location fire exits and fire extinguishers must be noted before The Village Hall is occupied and the manner of opening Fire Doors should be made known to your guests. Refer to **FLOOR PLAN** document.

The Village Hall's health and safety details are kept in section of the file marked *Ravensden Village Hall* which is kept in the kitchen.

### **Hall telephone**

The Village Hall does not have a telephone. You are advised to bring a fully charge mobile telephone for use in case of emergency.

The Management committee welcome comments or observations that you may have about your hire of The Village Hall.

Thank you for hiring our Hall.