

BIDDENHAM VILLAGE HALL
BOOKING REQUEST FORM FOR NON-RESIDENTS OF BIDDENHAM

**Before completing this form, check the Hall availability on www.biddenhamvillagehall.org.uk
Contact the Booking Officer if you intend to sell alcohol.
Please download and read the Conditions of Hire, the Operating Instructions and the Emergency Procedures on the website.**

HIRE DETAILS

Date required ____/____/____ Day of the week _____ Hours from _____ to _____

Name of Hirer (as on cheque) _____ Tel No _____

Address _____

E-mail address _____

Purpose of Hire _____

The Hall is not available for parties for people aged between 12 and 25 years old.

COST OF HIRE/PAYMENT

Mornings	9.00 – 13.00	£45	
Sunday a.m.	10.30 – 13.00	£25	
Afternoons	13.00 – 18.00	£45	
Mon – Thurs evenings	18.00 – 23.00	£55	
Fri and Sun evenings	18.00 – 24.00	£70	
Saturday evenings	18.00 – 24.00	£140	
Kitchen use		£15	
Alcohol licence	Refer to Booking Officer	£15	

I enclose a cheque for the total amount £ _____

(The hire fee will only be returned if cancellation is made 6 weeks prior to the date required.)

Do you require the use of our PA system? YES / NO Commercial dishwasher? YES / NO

Non-residents are required to provide cash deposit of £100 to the Booking Officer before the date of hiring. This sum is returned in full, provided that the Hall is left in a clean and tidy state and no damage or noise nuisance has been caused. Please ensure that ALL equipment brought into the hall is removed immediately following your hire period.

DECLARATION

I have read and agree to abide by the Conditions of Hire, operating instructions and emergency procedures. I confirm that the hire is **not** for a party for people between the ages of 12 and 25 years old.

I am over 21 years old.

Signed _____ Date _____

Send this form to: Hall Bookings, 27 Biddenham Turn, Biddenham, Bedford. MK40 4AZ

+ A cheque payable to 'Biddenham Village Hall'

+ A stamped self addressed envelope (**If paper copy of confirmation is required**)

NB: The booking is NOT confirmed until you receive the confirmation slip or confirmation email

For Booking Officer use only Alcohol sale agreed with Premises Supervisor Y/N

Date confirmation slip / email sent / /

INSTRUCTIONS FOR OPERATING EQUIPMENT IN THE HALL Revised 1/11/2009

FIRE ALARM

To stop the fire alarm, push the small black plastic key (on the chain next to the alarm) into the hole at the base of the call point (marked with an arrow) and push up until the alarm stops.

AUTOMATIC DOOR CLOSER

There is an automatic fire door closer on the door between the kitchen and the main entrance. To keep the door open, gently push the plunger (on the top of the closer) down when the door is fully open. If this doesn't work first time—try again, but **DON'T PUSH HARDER**. To release the door push the plunger towards the door. The plunger will release automatically when the fire alarm sounds and the door will close.

GAS COOKER

There are instructions for using the cooker on the wall—please read and adhere to them carefully.

Do not force the cooker knobs.

WATER HEATERS

There are two water heaters for hot water in the kitchen. If you only need small quantities of hot water, please use the small heater (situated between the sinks). Please leave the hand-washing heater on.

DISHWASHER

If you are going to use Village Hall glasses or plates and cutlery we would prefer you to use the dishwasher. Please arrange a time to for a member of the committee to teach you how to use it.

GAS HEATERS IN HALL

Before use, check that pilot light is alight, and pull the “ON” chain down.

If the heater does not light within 5 seconds pull the OFF chain fully down and do not attempt to relight the heater.

To turn the heater off, pull the “OFF” chain fully down. The pilot light will stay lit.

HEATING IN ENTRANCE HALL AND TOILETS

A gas boiler heats the radiators in the entrance hall and toilets, and is programmed to come on when the hall is in use. If the entrance hall is not warm enough, there is an electric heater in the entrance hall near the kitchen door. This heater is thermostatically controlled and on a timer. When switched on (if cold enough) there will be a delay before the fan starts. The fan will also continue for a short time after the unit is switched off.

ALARM IN DISABLED TOILET

Alarm will sound and light will flash if alarm cord is pulled. Pressing either the reset pad below the flashing light or on the control panel on the wall behind the bar will reset alarm.

LIGHTING

The lights in the bar area are low wattage and will take a little time to reach full brightness. The lights in the toilets come on automatically when you walk in and will turn off a few minutes after you leave.

TOILETS

A ventilation fan will switch on and off at the same time as the lights. The flush for the urinals in the gents is automatic and the cistern will stop filling about 30 minutes after the last person leaves the room. Hot water for the toilets is supplied “on demand” and will take 20-30 seconds to arrive at the tap.

PA SYSTEM

Please contact Maintenance Officer to get access to PA system and for training

LIGHT FAILURE

When a light bulb fails the associated LCD will trip, causing other lights on the same circuit to go out.

When this happens the LCD can be reset by returning the relevant switch to its original position.

LCDs for the lights in the main hall are in the cupboard below the sound limiter (key on chain above the cupboard). LCDs for all other lights are in the passage from the entrance hall to the toilets, above the door to the disabled toilet.

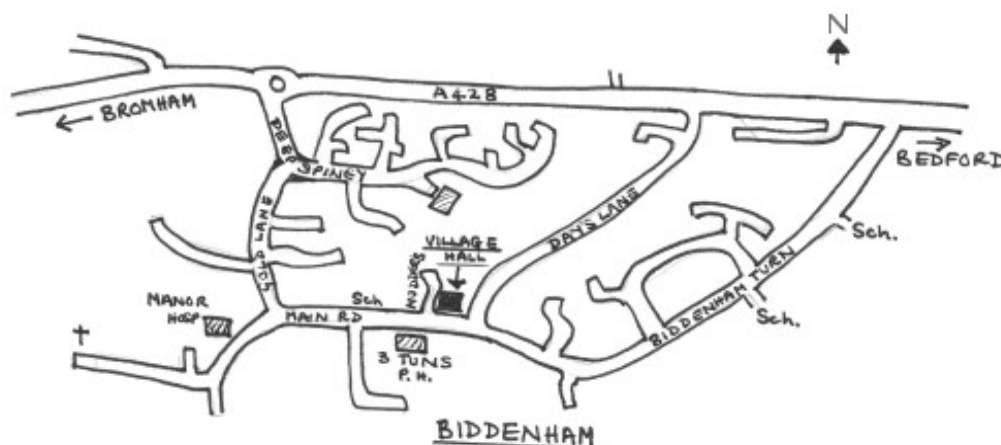
ELECTRICAL SOCKETS

RCDs for the electrical sockets in the hall are in the cupboard under the sound limiter, and for all other sockets in the passage to the toilets. They can be reset if necessary (but see Hall Operating Instructions).

EQUIPMENT BREAKDOWN

If any equipment stops working, please report to the Maintenance Officer as soon as possible.

MAP OF BIDDENHAM



OPERATING INSTRUCTIONS Revised 1/11/2009

EMERGENCY PROCEDURES

There are copies of the emergency procedures in the hall, kitchen and in the entrance hall.

This includes a plan of the hall showing the location of fire exits, fire doors and fire extinguishers.

FIRE PRECAUTIONS

NO SMOKING, NAKED FLAMES OR FLAMMABLE SUBSTANCES OR MATERIALS (PARTICULARLY DECORATIONS) ARE ALLOWED IN THE HALL.

DECORATIONS MUST NOT BE PLACED NEAR OR TIED TO LIGHTS OR THE GAS HEATERS.

NO ADDITIONAL HEATERS CAN BE BOUGHT INTO THE HALL

You should point out the location of the fire exits to your guests/other users of the hall before any event begins.

Emergency exit signs must be switched on at all times.

You must ensure that fire exits in are not blocked or obstructed at any time both inside and outside the hall in the car park.

ELECTRICAL EQUIPMENT

Any electrical equipment bought into the hall must be in good condition and used in a safe manner

Do not attempt to use or repair damaged or faulty Village Hall equipment and report all faults to the Maintenance Officer.

When light bulbs fail, the associated LCD will trip, and can be reset if necessary. In the event that faulty equipment is used in any of the sockets in the hall, the RCD will trip. You can reset this but you must stop using the equipment if any RCD trips more than once. See the equipment operating instructions for how to reset LCDs and RCDs

Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

GAS COOKER

Open at least one window in the kitchen when using the cooker

Do not cook with fat.

Never leave the cooker unattended, and turn off when not in use.

NOISE

A sound limiter has been installed to ensure that noise levels are not excessive.

If possible, please keep windows and the entrance doors closed when music is being played. Extra ventilation can be obtained by opening the windows in the roof (opened by using the ropes upstairs).

Fire exits must be kept closed at all times.

Please keep noise levels down outside the hall e.g. in the car park particularly during and at the end of functions.

CAR PARK

DO NOT TAKE ALCOHOLIC DRINKS INTO THE CAR PARK

Any vehicles left overnight must be removed by 10am the following morning

If the car park is full, guests should park so as not to inconvenience local residents.

GENERAL

Mop up spills on the floor as soon as possible with the mop provided (in the cupboard in the bar area)

Do not use the ladders

Please read and adhere to the instructions for operating equipment in the hall

Report any equipment failure or damage to the Maintenance Officer as soon as possible

WHEN YOU HAVE FINISHED

Stack all chairs neatly under the stairs in the annex. Please stack no more than 10 at a time (to avoid unsafe stacks) with the backs outwards so that they can be easily moved with the chair trolley

Fold up any tables used and stack them in the table trolleys.

Leave the hall in a clean and tidy condition, including sweeping the floor (brushes are in the broom cupboard in the bar area).

Ensure that the work surfaces, oven, heater cabinet and fridges are left clean.

LEAVING

Switch off all lights, water heaters in the kitchen and the electric heater in the entrance hall

DOUBLE CHECK THAT THE HEATERS IN THE HALL AND GAS COOKER ARE PROPERLY TURNED OFF

Ensure all windows are closed and please lock the door

EMERGENCY PROCEDURES Revised 1/11/2009

If You discover a Fire (No matter how small)

1. Immediately raise the alarm by pushing the black circle on the fire alarm. The alarm is situated in the entrance hall on the wall just next to the kitchen door
2. Ask people to leave the hall using the exit(s) furthest away from the fire and to assemble in the car park of the Three Tuns Public House---just across the road from the Village Hall
3. If you bolt the front door for security reasons, ensure it is opened if it is the best exit to use
4. Shut fire doors, including the kitchen hatch—the fire door between the kitchen and the entrance hall will shut automatically when the fire alarm sounds
5. Telephone the emergency services
6. Attack the fire if possible, only if you know how to use the appliances provided, but without taking personal risk.
7. Once you are sure everyone is safely out of the building shut all external doors.
8. Ensure clear access for the emergency vehicles.

On hearing the fire alarm or being told there is a fire

- Don't panic!
- DO NOT STOP TO COLLECT BELONGINGS.
- Immediately leave the building by the nearest exit (see plan overleaf), and encourage/help others to do the same
- Assemble in the car park of the Three Tuns Public House.
- Telephone the fire brigade

Gas Leaks

If you smell gas—do not try to identify the source of the leak.

Evacuate the hall immediately, using the fire doors if necessary,

Turn off the gas at the meter (in the cupboard below the noise limiter. There is a key on the chain above the cupboard—see also plan overleaf)

Put out naked flames—do not turn electrical switches on or off.

Open windows and doors but ensure no one re-enters the hall

Immediately contact Gas Emergency Number 0800 111 999, and follow instructions

Inform the Maintenance Officer (345028). If the MO is not available, please ensure that someone remains at the hall to prevent anyone going into the hall and to give access to BG emergency personnel, who will arrive within one hour.

First Aid/Accidents

There is a first aid box in the kitchen.

South Wing in Bedford is the nearest hospital with A & E facilities.

Reporting

If there is an accident or incident of any type please fill in the accident book that is in the first aid box behind the kitchen door. A member of the Village Hall Management Committee must also be informed as soon as possible. Depending on the seriousness of the accident a formal report form may be required.

See below for a plan of the hall showing the location of the fire alarm, emergency exits, fire extinguishers and the main gas valve.

