

**BIDDENHAM VILLAGE HALL**  
**BOOKING REQUEST FORM FOR RESIDENTS OF BIDDENHAM**

**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**

Mon – Sat Mornings	9.00 – 13.00	£22	
Sunday Morning	10.30 – 13.00	£15	
Mon – Fri Afternoons	13.00 – 18.00	£22	
Sat & Sun Afternoons	13.00 - 18.00	£25	
Mon – Fri Evenings	18.00 – 23.00	£30	
Sunday Evenings	18.00 – 22.00	£30	
Saturday evenings	18.00 – 24.00	£80	
Kitchen use		£15	
Alcohol licence	Refer to Booking Officer via "Contact Us"	£15	

**I enclose a cheque/cash 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**

**Residents of Biddenham are not required to leave a damage deposit but proof of residence may be required. Provided that the Hall is left in a clean and tidy state and no damage or noise nuisance has been caused the Committee will hire the Hall to you again.**

**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

+ Cash or 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      /      /

**Please retain for your own reference**

**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**

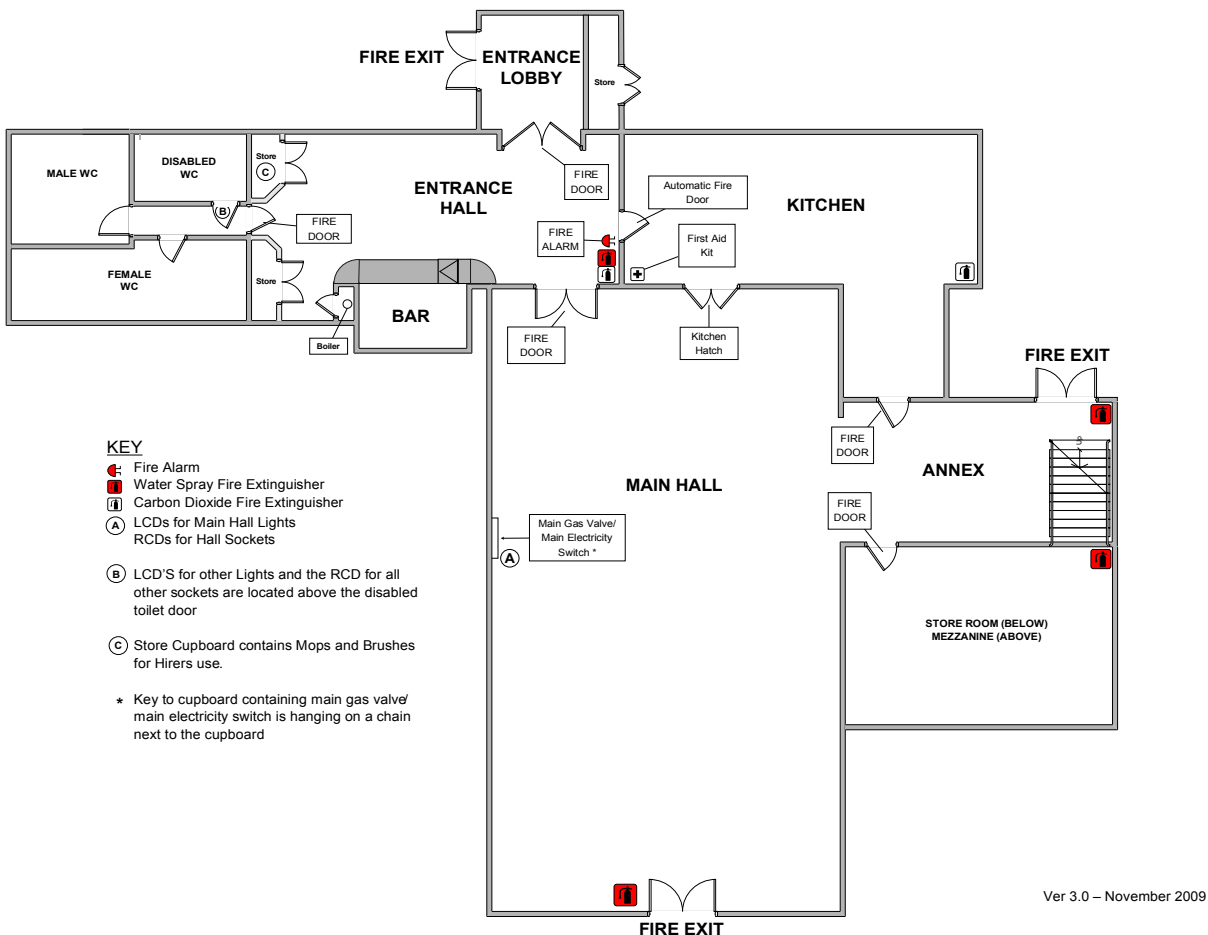
There is a first aid box in the kitchen.

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.



## **BIDDENHAM VILLAGE HALL--OPERATING INSTRUCTIONS**

**Reviewed 4/1/2012**

### **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**

Read and comply with the instructions for use that are on the wall next to 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)

Always use the chair trolleys to move stacks of chairs—**DO NOT DRAG THEM AROUND**

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 in the annex. Please stack no more than 5 at a time (to avoid too heavy and unsafe stacks) with the backs outwards so that they can be easily moved with the chair trolleys by the next user.

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**

## **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.