

# CHITTERNE VILLAGE HALL

## INFORMATION SHEET

---

### **Facilities**

The two rooms will together accommodate 168 standing or 80 seated. There are tables, chairs, crockery and cutlery for 78. Lighting and heating are extra by means of coin operated meters (£1). Disabled facilities are good, with a ramp to the entrance and disabled facilities inside the Hall.

### **Smoking**

The Village Hall operates a no smoking policy throughout the hall. If smoking is conducted outside, please leave the area clean and tidy.

### **Safety**

The exact location of the Fire Exits and Fire Extinguishers must be noted before the Hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the notice board inside the Hall). Make sure that all escape routes are free of obstruction and available for instant exit.

In the event of a fire, the Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999 at the public phone box outside the Hall.

### **Telephone**

A list of contact numbers is situated on the cloakroom wall. These are intended for emergency use only. Mobile phones cannot be used in Chitterne at the present time.

### **Consideration for Others**

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please leave the Hall clean and tidy. In particular we ask you to ensure that the chairs and table tops are wiped clean before being stacked carefully on the table trolley in the cupboard.

If you are unable to leave the Hall clean and tidy after use, separate arrangements to clean the Hall must be arranged by the hirer.

Any comment or observation that you may have regarding your hire should be addressed to the Hall Management Committee.

**WE WISH YOU A HAPPY AND SUCCESSFUL FUNCTION**