

THRELKELD VILLAGE HALL



USER GUIDE

Issued 01 Aug 2015



GENERAL BACKGROUND

Welcome

Welcome to Threlkeld Village Hall. It has been here since 1901, but In March 2014, a major revitalisation and extension scheme was completed, to create a warm building with modern facilities.

Our Village Hall is run by Volunteers who need your help to keep the facility in good condition, for everyone's benefit.

This Guide explains about the Hall and how to use it. The Guide gives more detail on how to observe the terms and conditions of Hire which you have agreed to, as well as providing other useful tips and guidance to make your use of the Hall a good experience.

Key points are:

Please be Responsible in your Use of the Hall

This is a facility that was created with a great deal of Community effort; please respect the accommodation, facilities and equipment; and also respect other users – it is for everyone now and for future generations

Please leave the Hall in a clean, tidy and safe condition – this applies everywhere, but especially kitchen and toilets. The basic approach is to leave the room and the facilities as you found them.

The Hall is run by Volunteers – there is no-one to clean up after you! This is critically important in the Meeting Room area after an evening event, as it must be ready to function as a Coffee Shop from 9am the next morning.

For safety and cost reasons, please switch off all electrical appliances and water taps before leaving the building. No supplementary heating appliances of any kind are allowed.

As a user it is important that YOU recognise that you have a responsibility for the health and safety of yourself and others using the Hall. Those booking the Hall must ensure that there is a clearly responsible person present at all events; and that any children (under 18) are properly supervised by an adult.

Please take special note of the fire safety instructions. Do not under any circumstances switch off or cover up the emergency lights.

HISTORY OF THRELKELD VILLAGE HALL

The Village Hall dates originally from 1901, when it was built on land donated by a local benefactor. It has been extended and improved over the years, and continues to serve as the main place of public assembly in Threlkeld, used for a whole range of social, recreational, educational and civic purposes.

The recent revitalisation cost over £650,000; most of the money was provided by funding bodies, in particular by the Big Lottery. A list of the main funders is displayed in the main corridor. The project followed a five year campaign and active fundraising by the local community.

The Hall now contains the Coffee Shop operated by a Community Interest Company owned by the Village Hall Trust, on behalf of the community, with all surplus proceeds going for local public benefit. This is a high quality, professionally managed commercial operation, open 10.00am-5.00pm.

AIMS OF THIS USER GUIDE

This brochure is aimed at any individuals/organisations using or wishing to use the Hall. It is designed to ensure that those using the Hall get the most from it by

- detailing some of the terms and conditions of use, especially those relating to sale of alcohol, child protection, fire protection and health and safety
- explaining various operational matters
- providing a range of background information which some users may need or find interesting
- offering an opportunity for feedback.

This Brochure refers to other important documents which are on the website or otherwise available in hard copy or via email. These include:

- *Schedule of Charges*
- *Village Hall Terms and Conditions of Use*
- *Village Hall policies*

Photographs and up to date information are available on the Village Hall website <http://threlkeldvillagehall.org>

HOW TO GET TO THRELKELD VILLAGE HALL

The Village Hall is situated towards the Keswick end of the village. It can be approached from either turn off into Threlkeld from the A66. It has a car park which accommodates 15 cars, with one space dedicated to disabled car users. The car park is reserved for users of the Village Hall, Coffee Shop and the Public Toilets which are owned and managed by Eden District Council.

Access by bus is easy. The X4/X5/X50 services between Keswick and Penrith pass the Hall. There is a bus stop a few yards from the entrance (referred to as Threlkeld Village Hall). Buses are roughly hourly (two hourly on Sundays and Bank Holidays) from about 6.30am until early evening.

Access for people in wheelchairs or with other special needs is especially good. There is level access from the roadway at the front entrance to the building and a lift from the car park to the rear entrance. The main front door, rear door and door into the Coffee Shop are all sliding doors, with the main doors functioning automatically.

Access by cycle is ideal. The Hall is on the C2C route, and near the Threlkeld end of the Keswick/Threlkeld former railway path. There is cycle storage in the car park.

Access for walkers is easy. Threlkeld is at the centre of a network of footpaths and walking routes. The Hall is at one end of the Keswick/Threlkeld former railway footpath.

Threlkeld Village Hall

Threlkeld

Keswick

Cumbria

CA12 4RX

<http://threlkeldvillagehall.org/getting-here>

BOOKING THRELKELD VILLAGE HALL

Full details of how to book, charges (standard and local rates) and related information are set out in a separate ***Schedule of Charges*** which can be viewed online at

<http://threlkeldvillagehall.org/hire-the-village-hall>;

or email

bams@btconnect.com for information and a copy.

FACILITIES AVAILABLE

Main Hall

Approx. 15mts x 7mts

Can accommodate up to 100 seated at tables, 120 seated theatre style, with a maximum of 200 people allowed in the Hall at any one time.

Top quality wooden floor ideal for games, sports or dancing

Available by arrangement when booking, but with an extra charge in some cases:

- platform staging
- a built in amplification and PA system with mixer and radio microphone in the Main Hall - will take a direct lead from an iPod or similar
- a small portable amplification/PA system
- controllable multi coloured overhead stage lights and disco/party lights
- a ceiling mounted digital projector and retractable screen, linked to a computer plug-in point and a simple to operate DVD player
- a portable digital projector and screen (this can be used in the Meeting Room).
- exercise mats and mirrors for dance/exercise groups.

Meeting Room

Approx. 9mts x 5.5mts with an annexe 3mts x 4mts

Will seat 40-50 people depending on layout, but ideal for meetings of up to 20

Beautiful views to Clough Head and St John's in the Vale

Natural slate floor

Windows open onto a small patio.

This room is used by the **Coffee Shop** during most days and is normally only available to hire outside the hours 9.00am-5.30pm.

There is an interconnecting door between the Main Hall and the Meeting Room. Normally this will be kept shut. However, if you have booked both rooms, the door can be kept open to allow people to move directly between the rooms.

USING THE HALL

Access arrangements/Keycards

Access to the Hall and the various parts of it is controlled by electronically programmed Keycards which must be presented to card readers on most external and internal doors. These cards will be programmed with the parts of the building, times of day and time period for which access is allowed.

Main points of using the system are:

- all doors can be opened from the inside at all times and the automatic doors always open automatically when leaving the building; so you should not be locked *inside* (***NB while this is an advantage to most users, if you are responsible for young children in the Hall, you will need to make sure they do not go out of the main entrance onto the road***)
- 9.00am-9.00pm the front and rear sliding doors open from the outside automatically on approach; your Keycard will not affect this setting even if you present it to the card reader outside
- in most cases, the cards act just like an ordinary key on internal doors - present it once to unlock (light goes green), once to lock (light goes red)
- the sliding door into the Coffee Shop functions in the same way, except that the Keycard is connected to the sensor to the right of the door. To enter the room you must present your card to the sensor and then approach the door; this door is opened from the inside by pressing a button
- ***when finished, use your card to lock ALL rooms to which you have had access***
- Unless told otherwise, when finished please leave your card behind in the Village Hall post box by the front door. We will know who it is from.

NB we charge for a non-returned Keycard.

For visiting users, cards will normally be left in a tray on the table inside the foyer, in an envelope with your name on it – the main and rear doors open automatically 9am-9pm, and so as long as you are within these hours you will be able to pick up the card. This will be the routine procedure, so unless anything else is agreed, assume that the card will be waiting for you in the tray.

In other cases:

- The card will be posted to you in advance, especially if you may be arriving outside normal hours; OR
- The card will be given to you
 - by the Hall Caretaker on arrival (it is suggested that people make telephone arrangements with her about this)
 - by another nominated “host” who will meet you, this will be arranged in advance
 - by Coffee Shop staff for arrivals in Coffee Shop hours, usually by advance arrangement.

Users will normally be issued with one card. If more are needed please make arrangements for this when booking.

The Main Hall

Entrance

Entrance is normally via the automatic folding doors at the front entrance on Threlkeld's main street; or via the automatic sliding doors at the rear entrance from the car park. Both entrances lead into a small foyer area outside the Main Hall. These doors are set to open automatically when approached from the outside 9.00am - 9.00pm every day. ***During this time a Keycard will have no effect ie the doors cannot be locked. At 9.00pm they lock automatically and can only be opened afterwards by presentation of a valid Keycard.***

There is another door into the Main Hall from the main street; this functions as an **emergency exit**. ***If you open this door for any reason from the inside, please ensure that it is properly closed and locked afterwards, and if you have difficulty doing this please ask for help. Do not on any account leave this door open if the building is unattended. If you need to use this door (eg for unloading equipment), please arrange this in advance with the Hall Caretaker or Bookings and Marketing Secretary.***

Lights/Emergency lights

Main light switches are near the servery hatch and doors. Please switch off these lights when leaving.

When the main lights are off, emergency access lights are on at all times. ***Please do not attempt to disable these or cover them up. This is a serious health and safety matter and any breaches of this rule will be taken seriously.***

There are some special stage lights, consisting of “parcans” at one end and party/disco lights at the other. These are operated by a completely independent system and will normally not be functioning. The stage lights are very flexible, can be clear or coloured, and fully controllable from a ground level console. They give a really great atmosphere to any kind of theatrical, musical, social or presentational event. ***If you need or are interested in the stage lighting for an event, you must discuss your requirements in advance, as special arrangements may be needed to set them up and operate them.*** There will be an extra charge for use of stage lights if they have to be adjusted specially for you, but in many cases you can operate them by following instructions (which must be closely observed) and included in the basic hire charge.

The Floor

The wooden floor is of very high quality and must be looked after.

Therefore:

- ***if you spill anything only use a damp cloth or mop to clean up. DO NOT USE OTHER CLEANING FLUIDS***
- ***do not drag chairs, tables and equipment across the floor; lift things wherever possible***
- ***take care not to drop things or scuff the floor***
- ***stiletto heels and cycle shoes are not allowed.***

Curtains

It is absolutely vital to close and open the curtains only using the pull cord located at the side. Do not attempt to "draw" them.

Tables and chairs

Apart from events where special arrangements have been made, **users are expected to set up tables and chairs as required and return them to the appropriate area after use.**

Normally 40 matching blue chairs are kept stacked at one end of the Main Hall and a further 20 stacked in Storeroom A. adjacent to the Main Hall; the card system will be programmed to allow access to this storeroom.

If you need more than 60 chairs in the Main Hall, we have another 40 matching blue chairs available; and a further 20 grey upholstered chairs. If you require more than 60 chairs this must be specified in advance and these will be brought into the Main Hall for your use; there is an extra charge for this.

There are 10 folding oblong tables and 14 folding square tables available for users. These are normally kept in Storeroom A so you will be able to get them out and put them away. (If you want to use ALL the tables, please mention this in advance as some of them may be in use within the building and we will make sure they are available for you).

We have five sturdy beech ROUND tables. These must be reserved in advance and there is a charge for using these, they have to be taken out of another store and put away by Hall staff/volunteers.

Do not bring any Coffee Shop furniture from the Meeting Room into the Main Hall.

When you are finished, put the furniture back where you found it unless special arrangements have been made. Please wipe down any tables before putting them away.

Please be careful when moving furniture, to avoid damage to the floor, furniture, the building and yourselves. Trolleys are provided to assist in moving chairs around.

Room Dividers/Display Boards

There are five portable room dividers which can help break up the Main Hall and also can be used as display boards. They are very easy to move around, but their "stands" are kept in the storeroom (at the back) as they tend to scratch the floor if dragged around. Please use these even though they are a bit awkward, they can help if you have a small group in the large room. Make sure you store them properly after use with the restraining straps.

Cleaning up

It is an obligation to sweep up, remove any debris, mop up etc. and leave the Hall clean and tidy. Brushes, mops and buckets etc are kept in the Main Hall Kitchen. These can be used to deal with any spillages etc; there is also a larger sweeper kept in Storeroom A. However, these must not be used in the toilets - if the toilets need attention, please use the mops in the toilets or seek help from the Hall Caretaker/Coffee Shop staff. .

The Meeting Room

The Meeting Room is an attractive room which will be used by the Coffee Shop most of the time during the day. **It will only be available for hire when the Coffee Shop is not open.**

Entrance to the Meeting Room is via the front entrance or the rear entrance to the Hall. It has its own separate sliding door from the rear porch so that anyone entering or leaving the building at the rear will not disturb functions in the Meeting Room.

Furniture will be laid out in "coffee shop" style. **People booking the room can rearrange things in any way which suits them, but must put the chairs and tables back into "coffee shop" style afterwards.** The chairs and tables can be moved around easily, and can be rearranged into any formats normal in this kind of room.

Do not take any Coffee Shop furniture into the Main Hall.

The Coffee Shop servery is closed and locked when the Coffee Shop is not open. Booking of the Meeting Room does not involve any access to the servery. However, it does allow access to, and use of the Main Hall Kitchen to which it is connected via a short corridor. A trolley in the Kitchen can be used to bring things along the corridor from the Kitchen into the Meeting Room.

The Meeting Room is often used for evening events, where it is ideal as a foyer, holding area etc for events in the Main Hall; and for use as a bar. **It is vital that users of the Meeting Room in the evening leave it in a properly clean and tidy state so that it can go into operation as a Coffee Shop the next morning from 9am. This usually means sweeping the floor, and often mopping it; removing any litter, crockery, glasses, bottles etc; and putting the tables and chairs back in place.**

The Coffee Shop

The Coffee Shop welcomes people who want to hold informal meetings during its normal opening hours, and will reserve tables and catering if required. If this is of interest, ring 017687 79501 and discuss your requirements;

or email coffeeshop@threlkeldvillagehall.org

The Toilets

There are separate Women's, Men's and a Disabled Toilets, all off the main corridor connecting the front entrance and the rear entrance. The disabled toilet is equipped with a shower, the other two both have cubicle showers. There are baby changing facilities in the disabled toilet.

All toilets and showers are available to Hall users. They may also be used by customers of the Coffee Shop,

You may not have exclusive use of the toilets depending on time of day and whether anyone else is using part of the premises. This may have implications for uses involving children, in which case appropriate arrangements must be made by you.

Kitchen

Use of the well equipped Main Hall Kitchen is included in hire charges for both the Main Hall and the Meeting Room. The Keycards will be programmed accordingly. ***However, this is never exclusive use unless you have booked both the Main Hall and the Meeting Room.***

The kitchen is equipped with:

- six hob electric cooker with fan oven and normal oven
- countertop grill
- 1500watt microwave
- full height fridge.
- separate freezer
- "hot cupboard" on castors so it can be wheeled into other parts of the Hall
- a front loading dishwasher
- kettles and a water boiler (of a type which does not have a risk of legionella)
- two portable vacuum urns

- white crockery, cutlery etc for up to 80 people
- pans, dishes, utensils etc
- a double sink and a separate wash hand basin

There is a hatch and counter top between the Main Hall and the kitchen, to allow food and drink to be served direct (or used as bar if desired). A stainless steel trolley is available if needed; this will probably be the case for people using the kitchen in conjunction with the Meeting Room, as there is no direct link between this and the kitchen.

In total there is cutlery and crockery for about 80 people. The shelves under the hatch have a selection of crockery to cover about 40 people. The rest is in another floor cupboard.

There is a selection of polycarbonate beer and wine glasses kept in cardboard boxes in the wall cupboard. Use these by all means ***but please return them to the boxes when you have finished.***

The fridge and freezer are at your disposal; but you may have to share them with other users.

Please use the kitchen responsibly. Do not allow any children under the age of 12 to be in the kitchen.

No animals at all are allowed into the kitchen.

The small basin near the door is for hand washing only.

Anything used should be scrupulously cleaned and returned after you have finished with it. All surfaces should be thoroughly cleaned and disinfected after use. Do not leave any food in the fridge or freezer.

Dispose of all waste in the recycling bins or in plastic sacks. If you need plastic sacks for rubbish, ask the Hall Caretaker or Coffee Shop staff.

Do not leave any cleaning materials (other than those provided) in the kitchen – either take them away, dispose of them properly or give them to the Hall Caretaker. Failure to do this is a breach of health and safety regulations.

There is a First Aid kit kept in the kitchen.

Take sensible precautions to prevent risk of fire. There is a fire blanket and fire extinguisher in the kitchen.

Unless specific arrangements have been made, you will not have exclusive use of the kitchen. Very occasionally users have to work round one another, but this has never caused any difficulty.

There are instructions for using some kitchen appliances on the wall and in a drawer. Some key points:

- Do not use the dishwasher for small loads – it takes a long time and uses a lot of water. Do not leave dishes in the dishwasher.
- Do not use the stand alone water boiler for boiling small quantities of water; use a kettle.

Store Room A

Store Room A is off the main entrance area. It is kept locked but users of the Main Hall and the Meeting Room will normally have access to it via their Keycards. It contains tables, chairs and some other furniture/equipment.

No unauthorised person should go into the Store Room. Children under the age of 12 should not be allowed into the Store Room at all.

Be very careful indeed when moving things in the Store Room; it contains some cables, meters, valves etc which are very important. Treat anything in there with respect and caution.

If you are moving tables, chairs etc, please take very great care, and do not attempt to move or lift heavy or awkward items yourself. Trolleys are provided for moving the chairs.

Car Park

There is a car park which accommodates 15 cars, including one space dedicated to disabled car users. ***The car park is reserved for Village Hall users and Coffee Shop customers (also users of the public toilets).***

Please do not park across either the Front Entrance to the Hall or the Emergency Exit.

If the car park is full, it is usually possible to park in Dickney Car Park, which is about 300 metres away up Blease Road (the road up towards the

Blencathra Centre). It is also possible to park on Station Road, the road on the left in the Keswick direction.

There are public toilets in the car park. These are operated and maintained by Eden District Council.

Other information

Accidents

There is a First Aid kit kept in the Main Hall Kitchen. If you have occasion to use this, please inform the Hall Caretaker so that items used can be replaced.

All accidents, other than those of a very minor nature, are to be recorded in an accident record book to which the Hall Caretaker and all Coffee Shop staff have access. The Village Hall has procedures for reporting more serious accidents to the relevant authorities.

There is an emergency contact list near the end of this document.

No Smoking

The Hall and its exterior areas are a “no smoking” area. It is against the law to smoke anywhere in this public area. This ban extends to the front entrance porch, the rear patio and the car park. All users are expected to enforce this rule.

Electricity and water

Heating and use of water and electricity are included in the hire charge. Please use both with care, in the interests of the environment and also to help us keep our costs down.

The external water mains is outside the building; contact the Hall Caretaker if the mains needs to be turned off for any reason.

The main electricity circuit breakers are inside the Meter Room, which is not normally accessible. To reach these contact the Hall Caretaker or Coffee Shop staff. ***If a breaker goes at night, please wait until morning before contacting the Caretaker or staff. There is emergency lighting.***

There are supplementary electrical distribution boxes with circuit breakers, in the Kitchen and in the Coffee Shop servery.

Heating and ventilation

The Hall has an underfloor heating system which is powered by a ground source heat pump system from eight 370 feet deep boreholes going into the rock under the car park. The Hall is set to run at a comfortable temperature.

There are destratification fans installed in the Hall to even out the temperature. They are controlled by four switches near the door through to the Coffee Shop; please use them if you want **but switch them off afterwards**

The Main Hall windows can be opened to let in fresh air, but it requires a step ladder to reach the catch, so take care – ***and make sure they are closed afterwards***. Generally opening the Main Hall windows is to be kept to a minimum, especially if activity in the Hall is noisy.

The Meeting Room/Coffee Shop has folding doors which open onto the patio. These can be opened to let in fresh air if needed. ***But make sure you lock them afterwards***. To lock them you need to raise the handles while turning the knob.

The meeting Room/Coffee Shop has a Ventaxia ventilator in the far corner. The switches for this are straightforward.

Catering

A major advantage of hiring Threlkeld Village hall is the range and flexibility of catering options:

Self Catering

- Use of the Main Hall Kitchen is included in the booking fee and chairs and tables are provided.

Coffee Shop

- Provides snacks and light refreshments during normal opening hours; for larger groups notice would be appreciated.
- Simple catering for an event can be arranged with the Coffee Shop Manager (including events outside the Coffee Shop opening hours)
- Contact coffeeshop@threlkeldvillagehall.org

External Catering

- For more elaborate or extensive catering details of recommended information on caterers who are familiar with the Village Hall are given on the Village Hall website.

Kitchen and other rubbish

Please dispose of rubbish in the bins provided, or if there is a lot put it into sealed black plastic sacks. Recyclable materials can be sealed in sacks of various colours kept in the kitchen. Bagged rubbish and recycling can be left neatly in the kitchen to be disposed of by the Hall Caretaker. If you generate a lot of rubbish/recycling, it would be appreciate if you could take it away yourself; or take it to the village recycling centre which is about 150 metres away up Blease Road (almost opposite the Hall entrance).

DO NOT LEAVE RUBBISH IN THE HALL, CORRIDORS OR MEETING ROOM

We reserve the right to charge for disposing of excess rubbish or for rubbish not left in a manner convenient for disposal.

Security

Please note that all Hall users must look after their own property and valuables. The Hall is often used by various groups of people at the same time, it is open to the public for most of the time, and is easily accessible. Please take appropriate action if you see anyone acting suspiciously.

If you have any valuable items, please keep an eye on them when in the Hall, and preferably leave them in your car if you have one. Take sensible precautions regarding security of cars, and make sure any valuables in them are out of sight.

Equipment

Staging

We have high quality portable staging available – six sections each 2m long, 1m wide and 30cms high, which can be assembled in any configuration. ***If you want to use staging, you MUST make arrangements in advance because we need to make sure that it is assembled and dismantled by someone who knows how to do it.*** There will usually be an extra charge for using this staging.

Stage lights

Two banks of stage lights are mounted in the Main Hall – eight “cans” at one end, eight party/disco lights at the other– colours and direction can be adjusted. They are useful for any kind of production or event where special lighting effects are useful. These lights have a special circuit and control board. ***If you want to use stage lights for any kind of event, you MUST***

make arrangements in advance. If we have to set something up specially and/or show you how to work the console, there may be an extra charge, but it is possible to use them without instruction provided you follow the written instructions carefully and precisely.

Ceiling mounted projector/retractable screen/PA systems

The Main Hall is equipped with an electrically operated retractable screen at one end; and a ceiling mounted digital projector which can be connected to a computer or equivalent device via a control box. This is ideal for presentations, projections, films and videos, interactive computer games etc. It is also connected to a DVD player. There is a built in audio system with wall mounted speakers, a mixer/amplifier, an iPod connection and a radio microphone to allow speakers to move about.

We have a portable digital projector and screen for occasions when the larger screen is unsuitable, or for operation in the Meeting Room.

We also have a small stand alone PA system with a microphone and a connection for a CD player etc. which can be used in the Main Hall or the Meeting Room.

If we have to set something up specially and/or show you how to work the equipment, **there may be an extra charge**, but it is possible to use it without supervision provided you follow the written instructions inside the AV cupboard carefully and precisely.

Crockery/cutlery

For sit down dinners/suppers etc we have 80 place settings of white crockery and sets of matching cutlery available.

If you want to use any of this equipment, you MUST make arrangements in advance with the Bookings & Marketing Secretary.

WIFI

There are WiFi systems in the Hall and the Coffee Shop. Access is controlled via passwords which are provided or displayed, but is free to Hall users and to Coffee Shop customers.

Music

The Hall has PRS and PPL licences allowing use of live and recorded music. These apply to all Hall users. ***However anyone playing recorded music as part of an event for which a fee is charged (such as an exercise class) may need to have their own licence.***

All music must stop at 11.45pm at the latest.

Films

The Hall has a local authority license to cover the showing of films, but this is not the same as a license from a film distributor. A license to view a film is almost always needed for any showing in the Village Hall, even when it is a private event; the Village Hall Trust will assume that anyone showing a film is aware of this requirement and has obtained the necessary license from the film distributor.

Policies

The Village Hall Trust has Policies covering, amongst other things:

- Health and Safety
- Equal Opportunities
- Child Protection
- Environment

These policies are displayed in the Hall. We expect all people who book and who use the Hall to comply with them.

MONITORING, COMPLAINTS AND COMPLIMENTS

Monitoring records/registers

The Big Lottery and other funders require us to provide detailed monitoring reports on how the Village Hall is being used. Therefore we ask most users to complete registers of key details of people taking part. ***These registers are very important. They must be completed where they are required and the details given to the Hall Caretaker or put into the Postbox.*** The information is carefully analysed by the Village Hall Trust Monitoring Officer, who produces reports at regular intervals on use of the Hall by various groups of people.

Feedback/complaints

We are always interested in feedback on your experience of the Hall, positive or critical.

If you do have any cause for complaint, please mention this to the Hall Caretaker, the Bookings and Marketing Secretary or Coffee Shop staff before you leave.

However, any serious complaints (or hopefully significant compliments) should be sent to the Secretary of the Village Hall Trust.

FIRE SAFETY RULES AND PROCEDURES

On arrival, all Hall users should familiarise themselves with the location of fire exits, fire alarm points and fire extinguishers, and with the fire safety instructions posted in the building.

Group Leaders should brief themselves and those for whom they are responsible, on fire safety and evacuation procedures. Special attention must be given to the requirements of any people with disabilities.

The Hall is equipped with smoke detectors and fire alarms. The fire alarms are tested regularly, normally when the Hall is not in use, so any fire alarm must be regarded as genuine, the Hall evacuated and the emergency services summoned unless judged unnecessary.

The assembly point for a roll call after evacuation is the car park entrance a few yards from the Village Hall in the Keswick direction. Nobody should take risks in re-entering the building. There is a list of responsible people who can be "called out" displayed in the foyer.

Conduct within the Hall must avoid fire hazards. No supplementary heaters of any kind are allowed. Electrical sockets must not be overloaded. Stoves etc must be switched off when not in use and kept under observation when in use.

Candles and naked flames are not allowed.

Flammable material must be handled, transported, stored and used properly.

No smoking at all is allowed in the Hall.

Do not obstruct the emergency exits. Do not attempt to obscure the emergency lighting.

SALE OF ALCOHOL

The Hall has a licence for the sale of alcohol. The Village Hall Trust Management Committee is responsible for ensuring that any sale of alcohol is within the terms of this licence as required by the law. Where alcohol is provided for sale at an event or activity, the licence provisions must be observed. As well as direct sales across a bar, any supply of alcohol which is linked to purchase of some other item or is included in the entry fee etc is classed as sale of alcohol.



Where any hirer of the Hall intends to sell alcohol at an event, then they must

- *state this in their Booking Confirmation Form*
- *pay a £10 fee to the Hall for the use of the licence*
- *certify in their Booking Confirmation Form that they have read these provisions and will abide by them*
- *ensure that anyone engaged in the sale of alcohol is aware of these provisions*

They must ensure that:

- *small measures as follows are available and this availability publicised:*
 - *beer or cider - half pint*
 - *gin, rum, vodka or whisky - 25ml or 35ml*
 - *still wine in a glass - 125ml*
- *unless the drinks in question are sold or supplied in pre-sealed bottles or cans*
- *there are no irresponsible promotions of alcohol*
- *there is no dispensing of alcohol directly into customers' mouths*
- *tap water is available at no cost*
- *people who are under 18 are not served; individuals who appear to be under the age of 18 years of age must produce on request (before being served alcohol) identification bearing their photograph and date of birth*
- *alcohol is never served to anyone who is drunk or disorderly*
- *people leave the premises in a quiet and orderly manner and do not cause any disturbance to neighbours.*

OVERNIGHT "CAMPING" GROUPS

The Hall is quite often hired to groups for "camping".

Camping groups must take special note of the references in this document to safety, security, fire precautions and general use of the building.

There are some special points which relate to these groups:

- a camping group must normally restrict itself to the Main Hall
- unless specific arrangements have been made, we may sometimes request campers to move their possessions to one side, including in the Kitchen, between 9.00am and 6.00pm, so that the Hall can be used by other people (this has never caused any difficulties)
- camping groups frequently leave possessions around unattended during the day; this normally presents no problem, but it is wise not to leave anything of value, if necessary make some special arrangements for these
- camping groups must not use any gas or paraffin stoves; only the Hall kitchen equipment must be used for cooking
- the sensor operated lights in the toilets go out if there is no movement for a long period of time
- the Emergency Exit lighting is always illuminated and no attempt must be made to switch it off or obscure it
- ***it is especially necessary for nobody in a camping group to leave the Hall at night without a Keycard since they will not be able to get back in.***



EMERGENCY CONTACTS

Fire

See fire evacuation notices displayed in the Hall. Dial 999 if necessary.

Police

Dial 999 if necessary. Dial 101 for non-emergency contact. Or email EdenNPT@cumbria.police.uk

Medical emergencies, accidents etc

Dial 999 to call an ambulance if necessary. The following contacts will be helpful.

Doctors: Castlehead Medical Centre
Ambleside Road
Keswick

Tel: (017687) 72025

Bank Street Surgery
Keswick

Tel: (017687) 72438

Hospital (for minor injuries)

Keswick Cottage Hospital
Tel: (01768) 245678

For more serious injuries, call an ambulance or go to the Cumberland Infirmary in Carlisle - there is a hospital in Penrith but facilities there are limited.

Local contacts

To get help or to contact someone responsible, refer to the following
IN THE ORDER LISTED

1. *Staff of the Coffee Shop when the Coffee Shop is open, they will be able to help or contact someone*
2. *Sylvia Tuer - Grange Farm, which is next door to the Village Hall. Tel: (017687) 79729*
3. *Neil Beresford - St John's View, which is on the left about 200 metres along the road towards Keswick, telephone (017687) 79017*
4. *Steven Oldfield - Becksides, which is on the right hand side of the road at the Keswick end of the village, on the junction with the road up to Wescoe - telephone (017687) 79950*
5. *Paulo Resende, 3 Town Cross, which is at the Penrith end of the village - telephone (017687) 79401*

MANAGEMENT OF THRELKELD VILLAGE HALL

Threlkeld Village Hall Trust is a Registered Charity (number 231380). It is responsible for all aspects of the management of Threlkeld Village Hall. The **objective** of the Trust is:

“ the provision and maintenance of a village hall for use by the inhabitants of Threlkeld without distinction of political, religious or other opinions, including use for (a) meetings, lectures and classes and (b) other forms of recreation and leisure time occupation, with the objective of improving conditions of life for the inhabitants”.

Officers of the Village Hall Trust are:

Secretary:

Steven Oldfield Becksides, Threlkeld, Keswick, Cumbria CA12 4RT
Telephone 017687 79950

Email: kathyandsteven@btinternet.com

Treasurer:

Neil Beresford

St John's View, Threlkeld, Keswick, Cumbria CA12 4RT

Email: neil.beresford@btinternet.com

Hall Caretaker

Sylvia Tuer Grange Farm, Threlkeld, Keswick, Cumbria CA12 4RX
Telephone 017687 79729

Bookings and Marketing Secretary

Steven Oldfield

Threlkeld Village Hall, Threlkeld, Keswick, Cumbria CA12 4RX

Telephone 017687 79501 (leave message with Coffee Shop staff)

Email: bams@btconnect.com

Website:

<http://threlkeldvillagehall.org>

Address

Threlkeld Village Hall
Threlkeld
Keswick
Cumbria CA12 4RX

Issued 12 Oct 2017

