



Orpen Memorial Hall

Lexden Road, West Bergholt, Essex, CO6 3BW

Charity Number 209812

Information sheet for all hirers.

Opening and closing the village hall

The village hall will be opened for your hiring by the Hall Administrator and will be closed for you at the time you have indicated. Or in certain circumstances, the hall keys will be available from the key box and after locking up, must be returned there immediately.

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.

Please telephone the **Hall Administrator** on **07434 949631** in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After 11.30pm or 11pm on a Sunday only those helping to clear up the hall should be on the premises, but that must be completed by 12 midnight or 11.30pm (if a Sunday), unless the event is on New Year's Eve.

Failure to comply with this will result in forfeiture of your deposit.

Safety

The Village Hall has a No Smoking Policy.

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 dialing 999.

The exact location of the 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. (A sketch plan showing these is shown on the following page).

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the manner shown on the notice.

The Orpen Hall's Accident Book is kept in the cleaning cupboard in the kitchen.

The first aid boxes are located in the servery, kitchen and Social Club Meeting Room kitchen.

Power circuits/heating

The Orpen Hall has a state-of-the-art heating system which is maintained and controlled by the Hall Administrator, therefore please do not adjust the heating or radiators, but inform her in advance of your event on the number above if you need the temperature changed.

Hall telephone

The village hall has no telephone and so you are advised to bring a fully charged mobile telephone for use in case of emergency.

Wi-Fi

Wi-Fi is available to all – please use the County Broadband Network.

Car parking

This is a private car park, to which there is an entrance and an exit, please ensure your members or guests use the correct one. The village hall car park will accommodate a good number of cars if they are parked sensibly.

Disabled parking is available to the front of the Orpen Hall and to the entrance to the John Lampon Hall. The Management Committee do not accept liability for the loss of damage to any vehicles or their contents and other articles temporarily left in this building or on land under the control of the committee by any person, whether a bona fide user thereof or not, except insofar as a liability under any Act or at common law may be proved against the committee.

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 do not use drawing pins, sellotape or blu-tack on the walls or other surfaces, use the hooks provided if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the village hall clean and tidy and leave waste in the bins outside or take it home. In particular we ask you to ensure tabletops are wiped clean before being stacked on the trolleys.

Faults/damage/comments

Please report any faults or damage to the Hall Administrator as soon as possible so that they can be rectified quickly. The Orpen Hall Management Committee welcomes comments or observations that you may have about your hire of the village hall.

Location and use of fire equipment for hirers:

