

LOPPINGTON VILLAGE HALL USERS' GUIDE



Contents

Introduction.....	2
Location	2
Village Hall Layout	3
Booking the Hall.....	3
Essential Information.....	4
Contact Details.....	4
Responsibilities / Supervision	4
First Aid / Emergency Actions / Evacuation.....	4
Fire Appliances.....	5
Performing Right Society License	5
Premises License.....	5
COVID-19 Precautions	5
Village Hall Procedures and Information.....	6
Pre-Arrival Activities and Opening Up the Village Hall.....	6
Lighting	6
Heating	6
Decorations.....	7
Kitchen.....	7
AV System	7
Additional Items	7
Cleaning the Village Hall	7
Clearing Up and Closing the Village Hall.....	7
COVID-19 Special Conditions (SC).....	8

Document Version No	Author(s)	Reviewer	Date
V1.0	Chris Goodwin Keith Webber	Dave Sharpe	5 October 2020
V2.0	Keith Webber	Bron Beard	16 January 2022

Introduction

Welcome to Loppington Village Hall. The Village Hall is run by volunteers as a charitable trust and the trustees rely on Hirers to help them to maintain it in a clean and tidy condition at all times. This guide provides information about all aspects of the Village Hall which Hirers should be aware of when planning and conducting their event and also when clearing up afterwards. Further information can also be found on the Village Hall website (www.loppingtonvillagehall.co.uk).

If you have any feedback on your hiring that may help us to improve the facility please complete a Feedback Form which can be found in the entrance lobby to the Hall. Please hand the completed form to the Booking Clerk.

Location

The address of the Village Hall is

Loppington Village Hall
Loppington
Near Wem
Shropshire
SY4 5NG

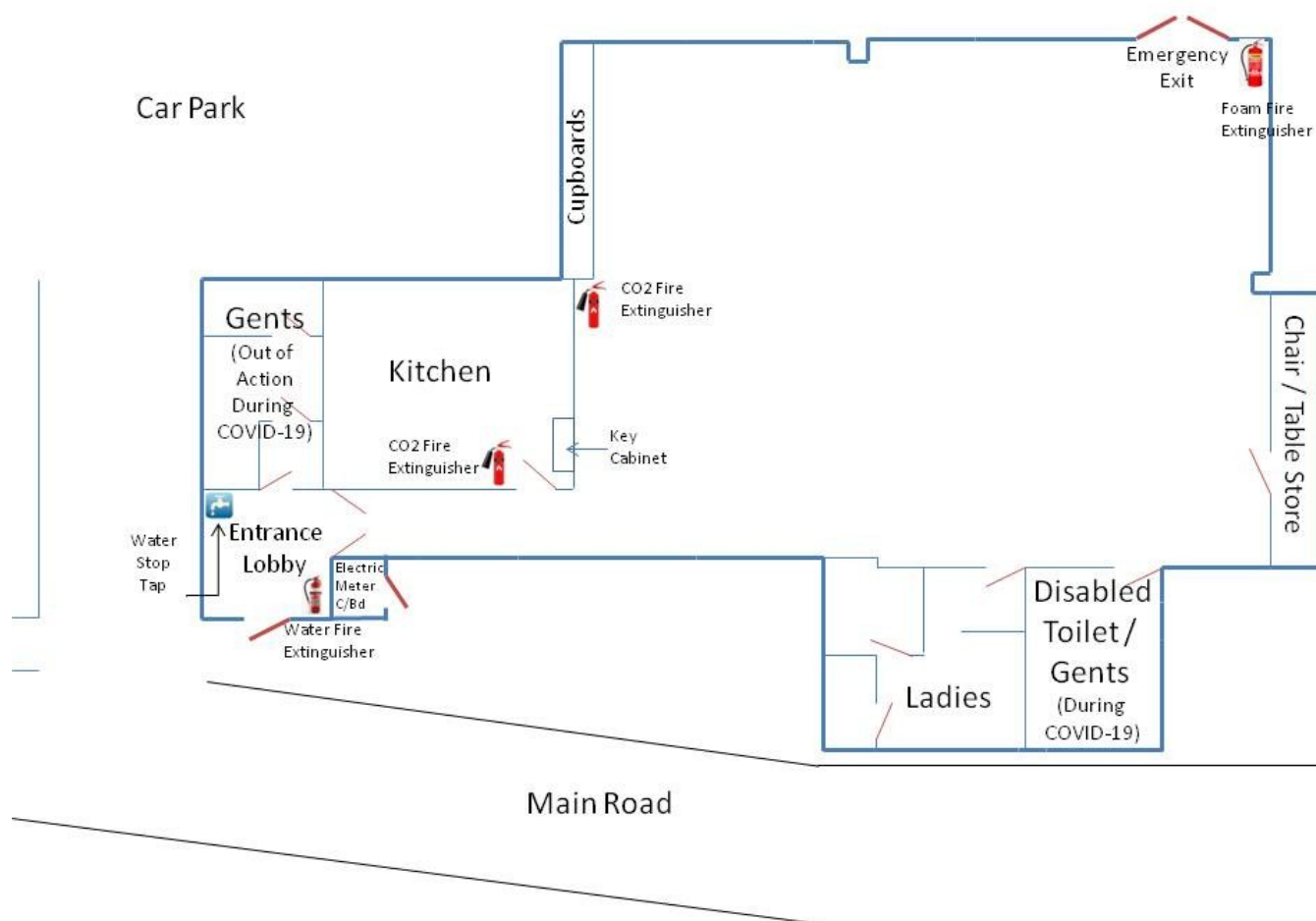
Directions from Wem: Take the B5063 out of Wem. After approximately 1.9 miles turn left onto the B4397. As you enter the village of Loppington the Village Hall is the second building on the right. Turn right into the drive that leads to the car park.

Directions from Burlton: Proceed north from Shrewsbury on the A528. In the village of Burlton turn right onto the B4397. Drive through the village of Loppington, as you pass the Dickin Arms on your right, the Village Hall is a further 100 yards on the left. Turn left into the drive that leads to the car park.

There are no public transport services operating to or from the village.



Village Hall Layout



Plan View of the Village Hall

Booking the Hall

Any member of the general public, club, society or any commercial organisation can apply to book the Village Hall for an event. Priority is given to local residents and those bookings from organisations providing sport and other recreational activities which benefit the local population.

The Village Hall can be booked by sending an email to 'enquiries@loppingtonvillagehall.co.uk' or by contacting the Booking Clerk on 01939 234203.

Essential Information

Contact Details

Should you experience a problem or have a query during the hiring of the Village Hall please contact one of the following Committee members:

- Booking Clerk: 01939 234203
- Chairman: 07948 028237

Responsibilities / Supervision

If hiring the Hall for a public function all hiring conditions apply. The Hirer (or his/her Authorised Representative) **MUST** be present during the period of hire to ensure that all the Terms and Conditions of Hire are observed.

There should be at least 2 other adults to help supervise your event. In particular, the Hirer is responsible for:

- The security, safe operation and condition of the Hall and its contents.
- The behaviour of all persons present during the hire period, whatever their capacity.
- Proper supervision of the car parking arrangements so as to avoid obstruction of the highway, prevent nuisance to neighbouring residents and ensure that the entrance doors / emergency exits are kept clear at all times.

You must be aware of the fire regulations and emergency procedures of the Village Hall and comply with all current legislation applying to your event. The front and emergency exit doors from the Village Hall must be closed but not locked at all dances and parties. The **SECURITY BAR** across the emergency exit doors in the Hall **MUST BE REMOVED** and remain off during the event. Please ensure it is replaced when you leave the Village Hall at the end of your hire.

First Aid / Emergency Actions / Evacuation

If you need to evacuate the Village Hall, the Assembly Point is under the floodlight at the top of the car park. Following an evacuation, the Hirer should ensure that everyone at their event is accounted for. In the event of a medical emergency please contact the emergency services immediately.

There is a defibrillator located in the yellow box mounted on the wall of the old Post Office opposite the Dickin Arms (also shown on the map on page 2). The defibrillator entry code is C3468Y. When you switch the defibrillator on, it will provide clear instructions and talk you through what you need to do.

A First Aid Box is located in the kitchen on the worktop in the corner to the left of the servery. If used, please notify the Booking Clerk so that the stock can be replenished.

Complete an 'Accident Report' for any accident, however minor. The Accident Book is located next to the First Aid Box in the kitchen.

Use of this facility is at your own risk. The person named in the booking confirmation is responsible for ensuring that attendees of their event receive prompt and appropriate treatment for any injury, accident or acute symptoms such as a stroke, fit or shock.

There is a clearly marked stop tap located in the entrance lobby should there be cause to turn off the water supply.

If the electricity trips, locate the key marked 'Electric Meter Key' from the key cabinet in the kitchen. The Electric Meter cupboard can be accessed by exiting the Hall at the main entrance and turning left. It is then the first door on the left (as shown on the Village Hall layout diagram on page 3). The trip switches can be reset inside the Electric Meter cupboard. Please return the key to the key cabinet once the electric has been reset.

Fire Appliances

Fire extinguishers along with instruction notices are located in the Hall. There is also a gas air horn and fire blanket located in the kitchen. The location of the extinguishers is shown in the diagram on page 3.

Should there be a fire, evacuate the building to the Assembly Point (under the floodlight at the top of the car park) and call the Fire Brigade ensuring they are able to access the car park. **NO ONE** should re-enter the building or leave the Assembly Point until advised by the attending Fire Officer in charge that it is safe to do so.

Performing Right Society License

The Hall has a combined Performing Right Society (PRS) and Phonographic Performance Limited (PPL) licence which is now administered by the PRS. There is no need for Village Hall users to obtain their own licence cover.

Premises License

The Village Hall has a Premises Licence, issued by Shropshire Council.

The Premises License permits the sale of alcohol. The permitted hours are 9.00am to midnight, with the exception of the sale of alcohol (for consumption ON the premises only) which are 11.00am to 11.00pm Monday to Saturday, noon to 10.30pm Sunday. Different hours apply to Bank Holidays.

You must seek the permission of the Village Hall Committee if you wish to use the Premises Licence and we reserve the right to refuse such permission. There is a charge of £20 per day for use of the Premises Licence for the purposes of selling alcohol. The names and mobile numbers of 2 adults who will be present at the event should be provided to the Booking Clerk.

COVID-19 Precautions

Hand sanitisers are available for use in the entrance lobby and other easily visible locations around the Hall.

Additional COVID-19 precautions are listed under the 'COVID-19 Special Conditions' section of this document.

Village Hall Procedures and Information

Pre-Arrival Activities and Opening Up the Village Hall

The Hirer should ensure that the following activities have taken place prior to arrival at the Village Hall and before detailed preparation for the event takes place:

- They are in possession of or have agreed/confirmed arrangements to collect door keys to access the Village Hall.
- They have access to a copy of the Village Hall Users' Guide (this document) and are familiar with its contents. There is a copy kept in a folder suspended from the notice board in the Village Hall's entrance lobby.
- They have been briefed by the Booking Clerk or another Village Hall Committee member on the layout of the Village Hall, the facilities available, the location of the fire equipment and emergency exits and what to do in an emergency. (All of this information is in the Users' Guide).
- They have been briefed on the kitchen equipment, the location of crockery, cutlery, etc and have been shown how to use the cooker and dishwasher.

On arrival at the Village Hall, the following tasks should be undertaken:

- The security bar across the side fire exit doors in the Village Hall has been removed and remains off during the event.
- Confirm that the emergency exits have not been obstructed or obscured by decorations or other obstacles.

Lighting

There are a range of lights inside and outside the Village Hall that should provide suitable lighting for your event.

- External Lights: The external light switches are in the entrance lobby.
- Main Hall Lights: The light switches to the Village Hall are situated on the wall to the right as you enter the corridor between the entrance lobby and the main hall. Please only switch on one at a time to prevent the power tripping. Suitable lighting for your event can be provided as follows:
 - Overhead Fluorescent Lights: These are operated using the top row of switches.
 - Side Wall Sconce Lights: These are operated by the middle row of switches.

There is the capability to illuminate the car park. Should this be required, please contact the Booking Clerk prior to your event and arrangements can be made to show you the location of the light switch for the car park.

Heating

The Village Hall thermostat will be set to provide a comfortable ambient temperature. Please do not alter.

Instructions on how to switch the heating on and off are located under the thermostat in the main Hall next to the servery.

Decorations

Decorations may be put up in the Village Hall by prior arrangement.

Kitchen

There is a notice in the kitchen detailing the crockery, cutlery and utensils that are available in each of the cupboards and drawers.

The operating instructions for the dishwasher are located on the wall above the dishwasher.

AV System

We have an AV system that can be made available on request.

Additional Items

With prior arrangement the Village Hall can provide additional items such as a stage, skittles lanes, trestle tables, marquees, plastic chairs and an external electrical supply. The costs to hire these items can be found on the Village Hall website (www.lopeingtonvillagehall.co.uk) and in the Loppington Village News.

Cleaning the Village Hall

Essentially we expect you to leave the Village Hall in the same condition as you found it.

Unless an arrangement has been made with the Booking Clerk, the Village Hall should be cleared up immediately after your event as it may be required later that day or the following day by another organisation or Hirer.

Please ensure that the oven is switched off. The fridge should remain switched on.

Clearing Up and Closing the Village Hall

Before exiting the Village Hall please check the following:

- All doors and windows are closed and secure.
- The heating has been switched off or we will charge you for it!
- The security bar has been placed across the emergency exit doors.
- The kitchen bin bag needs to be placed into the black wheelie bin outside the emergency exit.
- All lights have been turned off.

Return the keys to the Booking Clerk.

COVID-19 Special Conditions (SC)

SC1:

You the Hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Village Hall, as shown on the attached poster which is also displayed at the entrance lobby.

SC2:

You undertake to comply with ALL measures implemented by the Village Hall Committee as directed by notices and posters in the Village Hall. You further undertake to notify attendees should any one attending your event subsequently develop symptoms of COVID-19 as well as informing the Booking Clerk that there has been a positive test.

SC3

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 10-days, and that if they develop symptoms within 10-days of visiting the premises they **MUST** use the NHS Test and Trace system to alert others with whom they have been in contact.

SC4:

The Village Hall will be sanitised before and after each event where it is used.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they all are securely closed on leaving.

SC6:

You will ensure that the current restrictions associated with gatherings in community facilities are adhered to in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises and as far as possible when using more confined areas e.g. moving and stowing equipment, keep these activities as brief as possible. You will make sure that no more than one person uses each toilet at any one time.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons likely to be more vulnerable to COVID-19, including for example keeping a 2-metre distance around them when going in and out of the Hall, and ensuring they can access the toilets and kitchen safely. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate people sitting side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2-metres across the table between people who are face to face e.g. using a wide U-shape.

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen before you leave the Hall. The rubbish bags should then be placed into the black wheelie bin outside the rear door.

SC10:

You will encourage users to bring their own drinks and food or you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in the dishwasher, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between Hirers, and take them away. We will provide washing up liquid and washing up cloths.

SC11:

We will have the right to close the Village Hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the Hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other Hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC12:

In the event of someone becoming unwell with suspected COVID-19 symptoms whilst at the Village Hall, you should remove them to the designated safe area which is the DISABLED TOILET. Provide them with tissues and a bin or plastic bag, and a bowl of warm soapy water for hand washing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Immediately inform the Booking Clerk on 01939 234203 that you have taken this course of action so that the Village Hall Committee can commence deep clean procedures to make the Hall safe.