

# IBBERTON, BELCHALWELL & WOOLLAND VILLAGE HALL

Reg. Charity No. 1095817

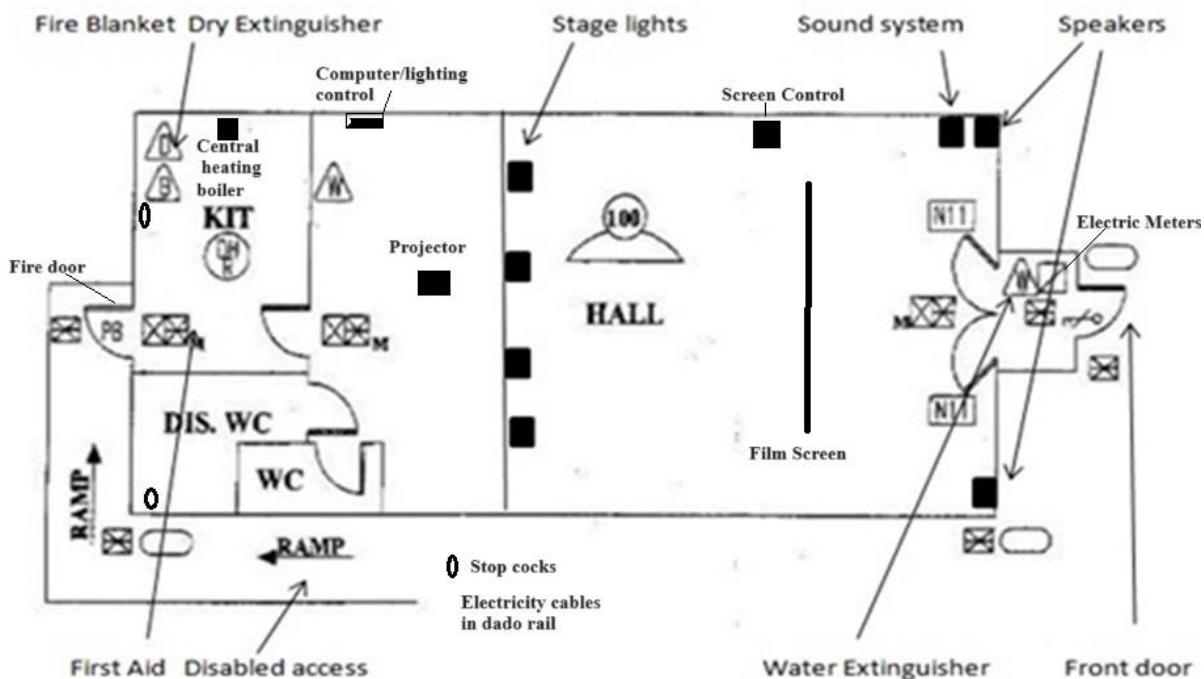
[www.ibbertonvillagehall.co.uk](http://www.ibbertonvillagehall.co.uk)

## INFORMATION SHEET

### Safety

In the event of a fire the Hall should be evacuated in an orderly manner using the appropriate exits, assemble under the Hall sign and the Fire Brigade called by dialling 999.

The exact location of 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.



The Hall's Health and Safety file and First Aid Kit is kept in the First Aid cupboard in Kitchen, beside the back door.

### Power Circuits

Powder Circuits are constantly available. Heating timer 7.00 pm to 10.00 pm - unless overridden by switch located above the boiler in the kitchen. The thermostat is located on the middle of left wall, when standing with your back to the kitchen.

### Telephone

You are advised to bring a fully charged mobile telephone for use in case of emergency. Stand under the tree at the front to get a good signal.

### Car Parking

Space for 20 vehicles - depends on how parked

**Hall Entertainment Licence**

Monday to Thursday 9 am -Midnight

Friday 9 am - 1am

Saturday 9 am - midnight

Sunday 9 am - 11 pm only

After midnight/1 pm / 11 pm (depending on the day) only those helping to clear up the Hall should be in the Hall. Failure to comply with this will result in the forfeiture of your deposit.

**Consideration for others**

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

Please leave the Hall clean and tidy - wipe the tables before storing

Please take all rubbish home, including bottles.

**Faults / damage / comments**

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. 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**