



## Llanbedr D.C. Village Hall Users Guide

**Dear Hall Users.** Linked to our duty of care to users and visitors it has become necessary to make one or two small changes in the hiring of the village hall which facilitates the need to issue new user guidelines. Please take time to read the guidelines to ensure you have a safe and enjoyable hiring period.

### General

The committee works hard at ensuring the safety of all user and visitors to our premises however we must remind users they are responsible for their own activities and equipment when using the hall. When renting out the hall we assume that all hirers, where appropriate, have the necessary insurance, satisfactory risk assessments and that any equipment brought into the hall is in full working order.

**New.** We will be introducing an accident and incident book in which we ask all hirers to record all accidents (such as small cut or minor injury) and all incidents (such as equipment not working correctly or damaged) during your hire period. The book will be located in the kitchen.

**New.** A First Aid kit will be available in the kitchen. Whilst the kit is for your use it is essential you let us know of any items you have used in order for us to replace them.

**New. Feedback.** Our aim is to offer the hall in first class conditions to all its users. In order to maintain a high standard we invite your comments and suggestions at the end of your hire period (not each individual session), by rating scoring of 1 to 5, where 1 = worst and 5 = best. The feedback information will be included on the terms and conditions of booking form.

### Health and Safety

**First Aid.** A First Aid kit is available for minor injuries. For serious injuries please call the emergency services. For life threatening illness please use the defibrillator located by the main entrance **AND** call the emergency services.

**Fire/ Emergency Procedures.** It is essential that all group leaders and lead members of casual bookings familiarise themselves with the layout of the building including the location of fire extinguishers and evacuation signs. It is hoped that a full evacuation of the hall will never be needed, however, as good practice please do not cover or obstruct doors / exits during your activities. Should the alarm sound:-.

- Evacuate the hall immediately, assemble in the car park. Assistance may be needed for disabled members.
- Call 999 immediately, the address and postcode is given below. Check all your members are accounted for.
- Only tackle any fire with the extinguishers in the hall if you are sure there is no risk to yourself and others
- Do not re-enter the building.

## **Facilities**

**Main Hall.** The main hall is suitable for a variety of activities such as shows, seminars, parties, dancing, activity and keep fit groups, hobbyist groups, large meetings such as Annual General Meetings, elections, computer /IT groups. If required a small stage can be made available along with tables and chairs. The hall has free Wi-fi.

**Meeting Room.** A small room which can accommodate 12 -16 people. Tables and chairs available.

**Kitchen.** A small fully equipped kitchen is available, which includes: microwave oven, fridge, cooker with 4 rings and beverage making facilities. Anyone using the kitchen is responsible for washing , drying and putting tidily away all items used. The kitchen must be left in a clean, hygienic state ready for the next user.

## **General**

- Disabled access is via a ramp into the building, a disabled toilet is located in the entrance hall.
- Toilets and baby changing facilities are located in the entrance hall.
- Lighting should be turned off inside the hall at the end of each session.
- Heating is controlled centrally at a preset temperature. Should it be necessary to turn off radiators please ensure, for the benefit of other users, they are turned back to full power at the end of your session.
- Please ensure you close all doors when vacating the hall.
- Ensure you remove all rubbish and waste at the end of your session; bins are located in the car park. If the amount of rubbish is small, take it home. Remember to recycle where possible.

Thank you for respecting Llanbedr Village Hall which is our **Treasured Facility**

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