

In an Emergency

If you need to call the emergency services the address of the hall is:

Halberton Village Hall

18, High Street

Halberton

Tiverton

Devon

EX167AF

There is no telephone at the hall.

In case of fire call the fire brigade on 999. Fire exits are clearly indicated. Ask your guests to assemble on the road side at the ground level of the building away from the road. There are fire extinguishers throughout the building but do not tackle a fire yourself unless it is safe to do so.

If the power fails the emergency lights will automatically illuminate the emergency exits.

There is a first aid kit in the kitchen.

Feedback:

We very much welcome your feedback. Your feedback, both positive and / or negative, is very helpful to us and is valuable information that we will use to make important decisions. We are consistently searching for ways to make our best even better.

Please visit our website (www.halbertonvillagehall.org) and click on the link **click here to read reviews or leave feedback or suggestions** at the top of the **Home page**.

Thank you.

Halberton Village Hall Trustees



HALBERTON VILLAGE HALL

Charities Number: 300845

www.halbertonvillagehall.org

User welcome pack

Thank you for choosing Halberton Village Hall for your event.

We hope these notes will help you get the most from your visit. Please read them through before the start of your event.

In and Out

Lights

Keeping Warm

Putting on a show

Using IT with our ceiling mounted projector.

Sitting comfortably

In the kitchen

Looking our best

Parking

Accidents can happen

In an emergency

Feedback and suggestions

In and out:

On arrival, if you have a key or are being met by the Bookings Secretary, you enter the hall through the blue door (at the top of the slope) and through that locked door into the main foyer. At the end of your event please leave by the same door and secure both locks with the key.

Lights :

All light switches for the main hall, jubilee room, committee room, kitchen and toilets are positioned on the walls as you enter, or have entered the various rooms. At the end of your event please turn off all the light switches in order to save money and ensure we remain environmentally friendly.

Keeping warm:

All radiators are thermostatically controlled. Should you need to turn up the thermostat's please ensure that all radiators are returned to the setting you found them at the start of your hire. This will obviously save money and ensure we remain environmentally friendly.

Kitchen:

You are welcome to use the kitchen facilities. A gas cooker and other appliances are available for use. There are mugs, cups and saucers etc in the cupboard. If you use the big fridge remember to empty it before you leave. There is a broom, dustpan and brush etc in the kitchen as well as recycling facilities.

Parking:

There is space for up to 20 cars in the car park. You are parking at your own risk. Please remind your guests to leave quietly so as not to disturb our neighbours.

Putting on a show :

A public announcement system is available for the playing of music etc..

A wifi enabled ceiling mounted projector is available for use in the Jubilee room. A portable projector and pull down screen is also available if a slideshow or presentation is necessary elsewhere. A flexible, modular stage can be used in a number of ways within the main hall.

If you would like to use any of these facilities please ask when you confirm your booking.

Sitting comfortably :

Chairs and tables are available in all the rooms. You are welcome to use these, but please take care when moving them in and out. Please make sure the tables are clean before you pack them away. Finally please make sure that the stackable tables and chairs are returned exactly as you found them ready for the next hire.

Looking our best:

Please don't stick sellotape, blutack or pins to any walls or woodwork. We have provided a few hooks from which to hang bunting or decorations. We have a recycling labeled system in the kitchen for use but please take soiled and bulky rubbish home with you.

Accidents can happen:

Occasionally things get broken or damaged, we understand but please tell us about any damage so we can put it right. The first aid box is situated in the kitchen and is clearly marked. Please notify the Bookings Secretary on 01884 820175 or the Chairman on 01884 820566 if any accident occurs.