

Shilbottle Community Hall



A Resource for All the Community

SHILBOTTLE COMMUNITY HALL

A – Z HIRER GUIDE

+ COVID-19 GUIDE

This guide is for hirers of Shilbottle Community Hall.

It is highly recommended that you read it prior to your booking date so that any questions you may have can be resolved. Please take particular note of the COVID-19 guide and help us stay COVID-19 secure.

A copy of this guide is kept in the foyer at the Hall for your reference during your hire.

Last updated on July 16th 2021

***Shilbottle Community Hall
Grange Road, Shilbottle, Alnwick, Northumberland
NE66 2XH***

***Registered Charity No.: 1129088
Company No.: 06817532***

1. **Access** ~ the main entrance is down the side of the building overlooking the field. The Management Committee usually organise for someone to open up for hirers, but on occasion the hirer may be asked to open and close themselves. The main entrance is a double door, protected by a roller shutter. There is easy wheelchair access through the main entrance.
2. **Accident and First Aid** ~ a first aid kit is situated on the top of the fridge in the kitchen. A second first aid kit is situated in the office, which is kept locked. All accidents should be reported to the Management Committee as soon as practicable and the accident book completed. Accident forms are situated in the First Aid boxes. Completed forms should be placed in the file in the filing cabinet in the office
3. **Baby Change Facilities** ~ are available in the accessible toilet. Please put used nappies in the dedicated nappy bin. Nappies should not be placed in any of the other bins in the building.
4. **Badminton** ~ the badminton court can be booked per hour. We have standard posts and a doubles net. Players need to provide their own racquets and shuttlecocks.
5. **Book Exchange** ~ we operate a book exchange in the Main Hall. Books can be exchanged or bought for £1. Payments are placed in the tin on the bookshelves.
6. **Bottled water** ~ is available for a charge of 50p from the kitchen fridge. An honesty box can be found next to the water bottles.
7. **Capacity** ~ we have a building capacity of 250. The Bilton can seat up to 16 people and the Whittle can seat up to 10 people.
8. **Car Parking** ~ our front car park has spaces for 12 cars with a further 5-6 spaces at the rear of the building. There is on street parking outside the grounds. There is one dedicated disabled parking space. **Please do not park on the grass.**
9. **Chairs** ~ we have 160 chairs in the building. There are 16 in the Bilton, 10 in the Whittle and the rest are stacked in the Main Hall. Please ensure chairs are replaced according to the room plans after use and are stacked no more than 5 chairs high.
10. **Crockery, Cutlery and Glasses** ~ there is sufficient crockery and cutlery for 100+ people. A wide range of glasses, cups, saucers, mugs, teapots etc. are available in the kitchen. Please inform a member of the Management Committee of any breakages.
11. **Disabled Access** ~ the Hall has disabled access throughout including wheelchair access and fire exits and a separate accessible toilet.
12. **Emergency Contacts** ~ please see the notice on the Management Committee noticeboard in the foyer for contact names and numbers.

- 13. Electrical Equipment** ~ the hirer is responsible for any electrical equipment they bring into the building. Hirers should ensure any electrical equipment is in good working order and has been PAT tested. Leads and cables should not be allowed to trail across the floor creating a trip hazard. The Management Committee reserve the right to ask hirers not to use equipment they deem unsafe.
- 14. Fire Safety** ~ there is a fire alarm in the building with smoke detectors and fire doors throughout. **Fire doors must be kept clear and closed at all times.** In the event of a fire, or other emergency, evacuate the building immediately via the Main Entrance or the emergency exit in the Main Hall (or the Emergency Exit in the Grange Room if in use), ensuring all fire doors are closed behind you. **All hirers should have a plan in place to ensure the safe evacuation of any members of their group with disabilities.** The assembly point is on the field beside the pigeon shed. Call the Fire Brigade and a member of the Management Committee (numbers on the main noticeboard). Fire extinguishers are located in the Foyer, the Kitchen, the Grange, the Main Hall and the plant room. Do not attempt to fight a fire unless you are trained to do so. Please wait for the fire brigade to arrive.
- 15. Flip Chart** ~ a flip chart is available for hirers to use. It is situated in the Whittle Room.
- 16. Fridge and Freezer** ~ there is a fridge and freezer in the kitchen that is permanently on.
- 17. Gas** ~ gas is used for hot water and occasionally for heating only. If you smell gas, please evacuate the building immediately and contact the National Gas Emergency Service on **0800 111 999**. Inform a member of the Management Committee immediately.
- 18. Heating System** ~ our heating system is run by Ground Source Heat Pumps. They are set on timers and operated by thermostats. Please do not change the thermostats. If the rooms are too warm, please open windows to cool the room down. If it is too cold, inform the Management Committee who will provide additional heating for you. If you have opened the windows, please remember to close them before you leave.
- 19. Hearing Loop** ~ We have a hearing loop system in the Main Hall and in the Grange Room. If you need to access the loop system for your group/booking, please request advice when booking.
- 20. Internet Access** ~ there is free internet access at the hall. The code is on the noticeboard in the Foyer and the router is in the office. The router should be turned off when leaving the building
- 21. Keys** ~ the Management Committee will organise for someone to open and close for you.
- 22. Lighting** ~ in the Main Hall, the main light switches are situated near to the kitchen hatch. **Please only put on the lights you require.** In the Bilton, Whittle and Grange, the switches have three positions. Up switches the lights on permanently, down switches them on, but they will switch off if there is no movement in the room. To switch the lights off, place the switch in the central position. The lights will dim and eventually go off. Please switch all light off when you leave.

- 23. Microwave** ~ a microwave oven is available in the kitchen. Please switch it off at the wall after use.
- 24. Oven** ~ the main switch for the oven, hob and extractor hood is on the wall to the left of the cooker. Please switch off at the wall after use. Please do not place any bags etc. on the hob at any time.
- 25. PA System** ~ a simple, portable PA system is available for use. If you would like to use the PA system, please request it on your booking form. Please ask for instruction before use.
- 26. Projector** ~ a projector is available for the use of hirers and is stored in the walk-in cupboard at the back of the Main Hall.
- 27. Projector Screen** ~ a large projection screen is available for use of hirers and is stored in Referee Room 2 (next to the accessible toilet).
- 28. Rubbish and Recycling** ~ waste bins are available in the kitchen, Bilton, Whittle, Grange, Foyer and the office. Bin bags are available under the kitchen sink. A bin for recyclables is also available in the kitchen. A food waste bin is available in the kitchen and should be emptied before leaving the building. Please take your rubbish away with you as we don't have enough space in our wheelie bins for all rubbish generated in a fortnight by all users.
- 29. Setting Up and Tidying up** ~ you must allow for time to set up in your booking time. You may move furniture around in the rooms to accommodate your event, but we do ask that you put everything back according to the room plans on the wall.
- 30. Shutters** ~ all the ground level windows have roller shutters over them. If you are using the Grange Room you must put the shutters up so that the Emergency Exit is accessible. All roller shutters are key operated, the key being situated in the room by the windows.
- 31. Staging** ~ the Hall has a modular staging system consisting of 6 x 1m x 1m blocks and 6 x 2m x 1m blocks and three steps. They can be fitted into a wide range of configurations depending on the needs of the hirer. Please ask the Management Committee if you wish to use the staging.
- 32. Step Ladders** ~ if you need to access anything at a height or attach things to a wall, please do not climb on the chairs. Step ladders are available in the plant room and Referee room 2 (next to the accessible toilet) ~ please ensure they are set up correctly and, ideally, that there is a second person to assist you.
- 33. Tables** ~ there are 15 large folding tables and 15 small folding tables available. The majority of these tables are stored in the cupboard at the back of the Main Hall.
- 34. Table Tennis** ~ the Hall owns a good quality table tennis table and accessories. Please ask if you wish to use it.
- 35. Telephone** ~ the Hall telephone number is: 01665 581 599 which has an answer machine that is checked as often as possible.

- 36. Temporary Event Licence** ~ if a hirer wishes to sell alcohol at their event, a Temporary Events Licence will be required. A hirer must ask the Management Committee for their permission and then the hirer will need to apply for the TEN themselves. The Management Committee reserve the right to refuse the request as they can only have 15 TENs in a year. The hirer will need to give a copy of the TEN to the Management Committee for their records.
- 37. Toilets** ~ the toilets are situated down the corridor from the foyer; the disabled toilet with baby changing facilities in is at the end of the corridor. Extra toilet rolls and paper towels are kept in the cleaning cupboard.
- 38. Visitors' Book** ~ our visitors book is situated on the table in the foyer. Please sign it leaving a comment about your experience at the Hall.
- 39. Washing Up** ~ there is a switch on the wall besides the sink to switch the hot water on for washing up. Please remember to turn the switch off when you leave.
- 40. Water boiler** ~ there is a constant hot water boiler for drinks in the kitchen. This is left on permanently so please do not switch off.
- 41. Whiteboards** ~ both the Bilton and the Whittle have a whiteboard attached to the wall. The flipchart can be used as a moveable whiteboard.
- 42. Wi-Fi** ~ free Wi-Fi is available to all users of the Hall. The password is on the noticeboard in the Foyer. The router is in the office and should be turned off when leaving the building.
- 43. And finally...** ~ as you leave the Hall, please leave it as clean and tidy as you can for the next users. We don't have a caretaker, and to cut down on cleaning costs, we ask that all users leave the building as they would like to find it.

We hope you enjoy using Shilbottle Community Hall and that you will return to use it again in the future.

The Management Committee

COVID-19 GUIDE

The following information is based on Government Guidelines and will be updated as and when the guidelines change.

Please note: as a condition of you hiring the Hall you MUST comply with all our COVID-19 policies, protocols, and risk assessments. Failure to do so could lead to us not allowing your booking(s) to continue for the time being.

1. You must not enter if you or anyone in your household has COVID-19 symptoms.
2. If you develop COVID-19 symptoms within 10 days of visiting these premises you must seek a COVID-19 test. You should also alert Gill Bray on 01665 575 196 or 07946 537 703 and alert the organiser of the activity you attended.
3. From 19th July 2021, all limits on social contact is being lifted. However, please **still follow social distancing where possible.**
4. From 19th July 2021 every hirer or organisation using the hall should still register for an NHS QR code, display the official NHS QR poster and keep records for Test and Trace
5. From 19th July 2021, all limits on social distancing are being lifted, but where possible, it is advised that **all users still observe social distancing.**
6. Although restrictions are being legally lifted on July 19th, **everyone entering the building should still wear a face covering** and wear it until they leave, unless medically exempt or your activity permits you not to wear one.
7. You should still use the hand sanitiser provided on entering the premises. Clean your hands often. Soap and paper towels are provided.
8. **Avoid touching your face, nose, or eyes.** Clean your hands if you do.
9. **“Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
10. **Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived.** Keep them clean. We cannot clean all surfaces at the hall between each hire.
11. Although restrictions are being legally lifted on July 19th, **take turns to use confined spaces such as corridors, kitchen, and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk. Use the “Vacant/Engaged” signs on the toilet doors.
12. Keep the room well ventilated. Close doors and windows on leaving.

HELP KEEP THIS HALL COVID-19 SECURE

The Management Committee