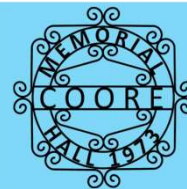


Coore Memorial Hall

Information for Hirers (Sept. 2024)

Station Road,
Scruton,
DL7 0QN



Opening & Closing the Village Hall

- The keys are kept in a key-safe inside the front porch. The code to access the key-safe is changed frequently and you will be notified of a new code prior to your booking.
- While the hall is open, please hang the keys on the hook provided behind the front door.
- The keys for the back door and garage store (if required) are kept by the kitchen door.
- For fire safety reasons, the kitchen door must be unlocked whenever the hall is in use.
- Please remember to lock the hall and return the front door key to the key-safe at the end of your hire; you will need to re-enter the access code to do this.

Heating and Hot Water

- There is a gas combi boiler located in the small hall; do not alter the controls on the boiler.
- There is a programmable thermostat in the main hall, which is set for 'hot water only' in summer (prog.1) and 'auto timer' for heating in winter (prog.2). If you alter these controls, be sure to return them to the default settings (summer or winter) before you leave.
- Do not adjust the individual thermostats on the radiators as these have been set to balance the heating system.
- Hot water is available at any time from the combi boiler, but please note you may have to run the tap for a few minutes before it heats up.

For Your Safety

- Smoking is not permitted in any part of the premises.
- In the event of a fire, the village hall should be evacuated in an orderly manner. Call the Fire Brigade by dialling 999.
- The Fire Assembly Point is at the bus shelter opposite the village hall in Station Road.
- Fire Exit Doors and Escape Routes must be kept clear.
- Fire extinguishers are provided and a fire blanket in the kitchen. Only attempt to tackle a fire if safe to do so - **do not take any risks.**
- Emergency lighting (battery back-up) is provided at each exit. This is controlled from a switch by the front door.
- You must report any accidents, and any use made of the safety equipment.

When you Vacate the Hall

- Please ensure that all tables and chairs are put away.
- Make sure the kitchen is left clean and tidy, everything put away and all waste removed.
- Check that the toilets are left clean and tidy, and all taps turned off.
- Make sure that all electrical items (cooker, drinking water boiler etc.) are all switched off.
- Check that the heating system is set to OFF (in the summer) or AUTO (in the winter).
- Remember to lock the kitchen rear door and check that windows are closed and locked.
- Switch off all the lights, including the external car park lights (or activate the delay timer).
- Remember to lock the front door and return the key to the key-safe in the porch.

**Please leave quietly &
Avoid disturbing the neighbours.**

Important Licence Information

- The hall holds licences for the sale of alcohol, and the performance of live and recorded music.
- Alcohol may only be sold at events when it has been confirmed on the Booking Form.
- It is illegal to sell alcohol to any person under 18.
- A nominated responsible adult must be present at all times when alcohol is being served.
- Any person who appears to be under 25 years of age must be required to provide photo ID proof of age.

Any Problems

- Please report any accidents, problems or damage of any kind to the email below or call the Hall Secretary on 07891 744 198.
- After your hiring, we would appreciate any comments, suggestions or other feedback about the village hall, please email villagehall@scruton.net