



USER GUIDE

bookings@beechvillage.org.uk

ABSTRACT

Set in beautiful countryside but easily accessible from the major towns of Hampshire and Surrey, Beech Village Hall is a large and flexible space ideal for hosting a variety of events including; wedding receptions, meetings, parties, classes and fairs. This guide will step you through how to use the facilities to make your event a great success!

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How to get more information or contact us

1. For more information on the village hall: <https://www.beechvillage.org.uk/village-hall/>
2. To check for availability or to review your booking details please follow this link, (the + symbol indicates availability on that date): <https://v2.hallmaster.co.uk/Scheduler/View/9783>
3. If you need more help:
 - o Email us at: bookings@beechvillage.org.uk, or phone us on: 07501 187496

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Before arrival

Plan for success!

Changes to your booking	Please email us at: bookings@beechvillage.org.uk
Access	Access is provided by key which is in a number controlled key safe on the left hand side of the front door (adjacent to the post box). We will provide the number in advance of your event. We normally like to meet and greet new users!
Sound & lighting	If you have booked the Sound & Light system and/or the PA system let us know: <ul style="list-style-type: none"> ○ Planned arrival time so we can arrange to meet you and set up the system ○ Preferred connection method to the sound system <ul style="list-style-type: none"> ○ Bluetooth ○ 3.5mm headphone jack
PA system	If you have booked the PA system please let us know: <ul style="list-style-type: none"> ○ Microphone or Clip on
Projector	If you have booked the projector and screen please let us know: <ul style="list-style-type: none"> ○ VGA or HDMI ○ 3.5mm headphone jack
Digital Signage	If you have booked the digital signage system, the large TV screen in the main corridor and the smaller monitor in the lounge bar area are available for you to show your own material during your party or event. For example, you might want to show a static welcome page, a table plan or a scrolling selection of family photographs. You will need to provide us with: <ol style="list-style-type: none"> 1. A Powerpoint or pdf file containing the material you wish to show, at least 7 days in advance of the hire date. 2. By default, we will schedule your material so that it appears on the screen during the hours you have booked the Hall. If you only want it to show for a specific period of time, let us know. 3. If you provide a multi page PDF or PPT file, each page will appear for 5 seconds by default. This can be adjusted if you let us know how long you want each page to appear for. Please note: <ol style="list-style-type: none"> 1. The TV screen is managed remotely by us and you will not be able to make any changes onsite. 2. There is no provision for sound on this system. 3. It is your responsibility to ensure that you have the appropriate approvals to use the material you send us. This may include copyright or a licence for images, and permission from people appearing in the pictures (or, where applicable, their parents or guardians). 4. To deliver this service, we will upload the file you provide onto the platform of our service provider, Yodeck. We will delete all your materials from the platform shortly after your event.
Hall decoration material	We are happy for you to decorate the Main Hall. Please only affix decorations to the wooden beams. You can use Sellotape, Blu Tack or pins to do this. Please do not affix decorations to the painted walls.

Prepare for the worst!

List of attendees	Make sure you have a list of invitees and their contact details so that you can check off who attends. This is required: <ol style="list-style-type: none"> 1. If you have to evacuate the hall 2. If you have an infectious disease incident like a COVID case
Assess potential risks	You are responsible for the health and safety of your guests. You should undertake your own assessment of the risk of Covid-19 infection and other risks and implement the appropriate systems to manage this. In assessing the risk of infection, you should consider the ages and number of guests, their vulnerabilities, the degree of interaction and the possibility to mitigate the risk through ventilation, mask wearing, controlled or managed movement (eg a one way system), the use of pre-testing and ensuring all guests have a valid NHS COVID pass.

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Plan for major problems

In the unlikely event of something going wrong it will be easier to manage if you have a plan and have delegated some of the work to your team!

- Fire
- Accident
- Power outage
- Infectious disease incident like a COVID case
- Gate crashers

Please ensure you review our emergency procedures.

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Arrival

Parking	<ul style="list-style-type: none"> ○ Parking is available outside the Main Hall and on the main approach. Please do not park on the grass. Please note disabled parking spaces
Access	<ul style="list-style-type: none"> ○ MUL-T-LOCK key (Outer Main Door) and silver MORTICE key (Outer and Inner Main Doors) should be in your possession. Please keep both doors CLOSED whilst the hall is in use to conserve energy. These doors should NOT be ‘wedged’ open as they are also fire doors.
Lighting	<ul style="list-style-type: none"> ● Corridor and toilet lighting operate automatically. ● Light switches for the Main Hall are to the right of the Main Hall entrance doors. ● Light switch for the ‘fairy lights’ in the hall are on a blipper on the windowsill ● Light switches for the Lounge (if hired) are to the left of the Lounge entrance doors in the hallway and next to the bar area.
Important emergency information	<p>Review the Emergency procedures on the Hall noticeboard with your team:</p> <p>Fire</p> <ul style="list-style-type: none"> <input type="checkbox"/> The action to be taken in event of fire <input type="checkbox"/> The location and use of fire equipment <input type="checkbox"/> Escape routes and the need to keep them clear. <input type="checkbox"/> That all fire exits are unlocked and you know how to open them, <input type="checkbox"/> The importance of closing fire doors in the event of a fire and that any fire doors are not wedged open. <input type="checkbox"/> That exit signs are clear. <input type="checkbox"/> Any potential fire hazards on the premises are supervised. <p>Injury or medical emergency</p> <ul style="list-style-type: none"> <input type="checkbox"/> The location of the first aid box <input type="checkbox"/> The location of the defibrillator
Heating	<ul style="list-style-type: none"> ● Thermostat in the Entrance Hall controls the heating system, which operates between 9:00am and 11:00pm. The thermostat temperature will normally be set at 14c, but may be raised if required. The heating levels in the Main Hall and Lounge are controlled by the individual radiator thermostats.
Kitchen	<ul style="list-style-type: none"> ● Instructions for equipment are on the walls in prominent locations; ● If boiling water required for beverages – turn power switch on to the right of hot water dispenser. Note that it takes about 10 minutes to be ready and is self-filling; ● If crockery/cutlery has been hired please ensure that all items are washed, dried and returned to their original locations after use; ● If dishwasher is required – power switch (marked) is on the wall under the gas boiler. Note that machine needs to be filled with water and heated. It will take about 45 minutes before it is ready for use. Use 1 tray at a time and close door firmly to operate. (the Dishwasher user instructions are on the wall) ● Serving hatch: <ul style="list-style-type: none"> ○ If you need to open the serving hatch please ensure you have 2 people to do this. The hatch can be stored behind the kitchen door. ○ Please replace at the end of the evening. ○ In the event of a fire alarm the serving hatch roller will automatically be lowered.

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Sound system for the main hall	The appropriate connection cables will be on the right-hand side at the front of the hall alongside the switches for the sound and haze systems. The Bluetooth device name is Adastra.
Tables and chairs	Chairs are stacked in the Main Hall and tables are in the right hand (unlocked) cupboard at the far end of the hall.
During your booking	
Sound	Please note: <ul style="list-style-type: none"> ○ The Main hall has a Sound Pollution Control Unit which may cut off power if an 85dB sound level is exceeded. ○ The playing of music (recorded or live) must cease no later than 23:00 hours
Smoking	Smoking is not permitted within the Village Hall. There is a smoking area to the right of the main entrance.
Accidents	In the event of an accident or injury please: <ul style="list-style-type: none"> ○ Check our instructions and contacts for accidents on the noticeboard in the Hallway ○ Complete an accident report in our online reporting system: www.beechvillage.org.uk/problem-reporting/
Breakages & faults	If you encounter any faults or breakages please complete a problem report in our online reporting system: www.beechvillage.org.uk/problem-reporting/
Emergencies	In the event of an emergency please take immediate action as per the 'Emergency information' on our noticeboard in the Main Hallway.
<u>FROM 11:00pm</u>	All doors and windows MUST be kept shut (except for access and egress), playing of live or recorded music MUST stop, no alcohol sales or consumption of alcohol outside of the premises. These are LEGAL REQUIREMENTS. Breaking of any of the conditions could result in the loss, in part or in full, of any SECURITY DEPOSIT paid.

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Leaving

Pre-departure

Cleaning	<ul style="list-style-type: none"> ○ The hall should be swept clean once you are finished (brooms and cleaning materials are in cupboards nearest the toilets)
Tables & chairs	<ul style="list-style-type: none"> ○ Stack the chairs x 5 (6 stacks to left of end cupboards and 6 stacks top right by locked access door) in the Main Hall without blocking the fire exits, ○ Return (cleaned) tables to cupboard ○ Check all windows are closed.
Kitchen	<ul style="list-style-type: none"> ○ Leave kitchen as found (work surfaces/sink clean) ○ Ensure that the dishwasher is emptied (follow instructions) and turned off at wall. ○ Ensure that hot water heater, all appliances and lights are turned off (excluding fridge and freezer). ○ Check that taps are all turned off. ○ Ensure floor is clean. ○ Ensure that the kitchen hatch is back in place and doors are closed ○ Remove all RUBBISH OFF-SITE (external wheelie-bins are NOT to be used).
Lounge/Bar Area	<ul style="list-style-type: none"> ○ If hired, check area is clean and tidy (Village Hall glasses should not be used).
Toilets	<ul style="list-style-type: none"> ○ Check that all toilets are clean and that there are no running taps.
Outside seating area	<ul style="list-style-type: none"> ○ Check that all rubbish and cigarette butts have been collected

Departure

Heating	<ul style="list-style-type: none"> ○ Ensure that thermostat in Entrance Hall is set back at 14c.
Lighting	<ul style="list-style-type: none"> ○ Switch off Main Hall / Lounge / Kitchen lights (where applicable). ○ Remember to turn off the fairy lights in the Main Hall ○ Corridor and toilet lights will remain on for a while, but will automatically switch off.
Security	<ul style="list-style-type: none"> ○ Lock inner and outer main doors on exit. External lighting will operate automatically and car park lights are on timed to go off shortly after midnight.
Rubbish	<ul style="list-style-type: none"> ○ Please take your rubbish with you
Noise	<ul style="list-style-type: none"> ○ Please leave quietly!

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After the event

KEYS **Return keys as instructed by Bookings Manager.**

REPORT ANY PROBLEMS TO US Please go to our online reporting system to let us know of any problems, incidents or feedback on what went well and how we can improve:

- www.beechvillage.org.uk/problem-reporting/ttps/
- Or email bookings@beechvillage.org.uk

Scan to complete
online report



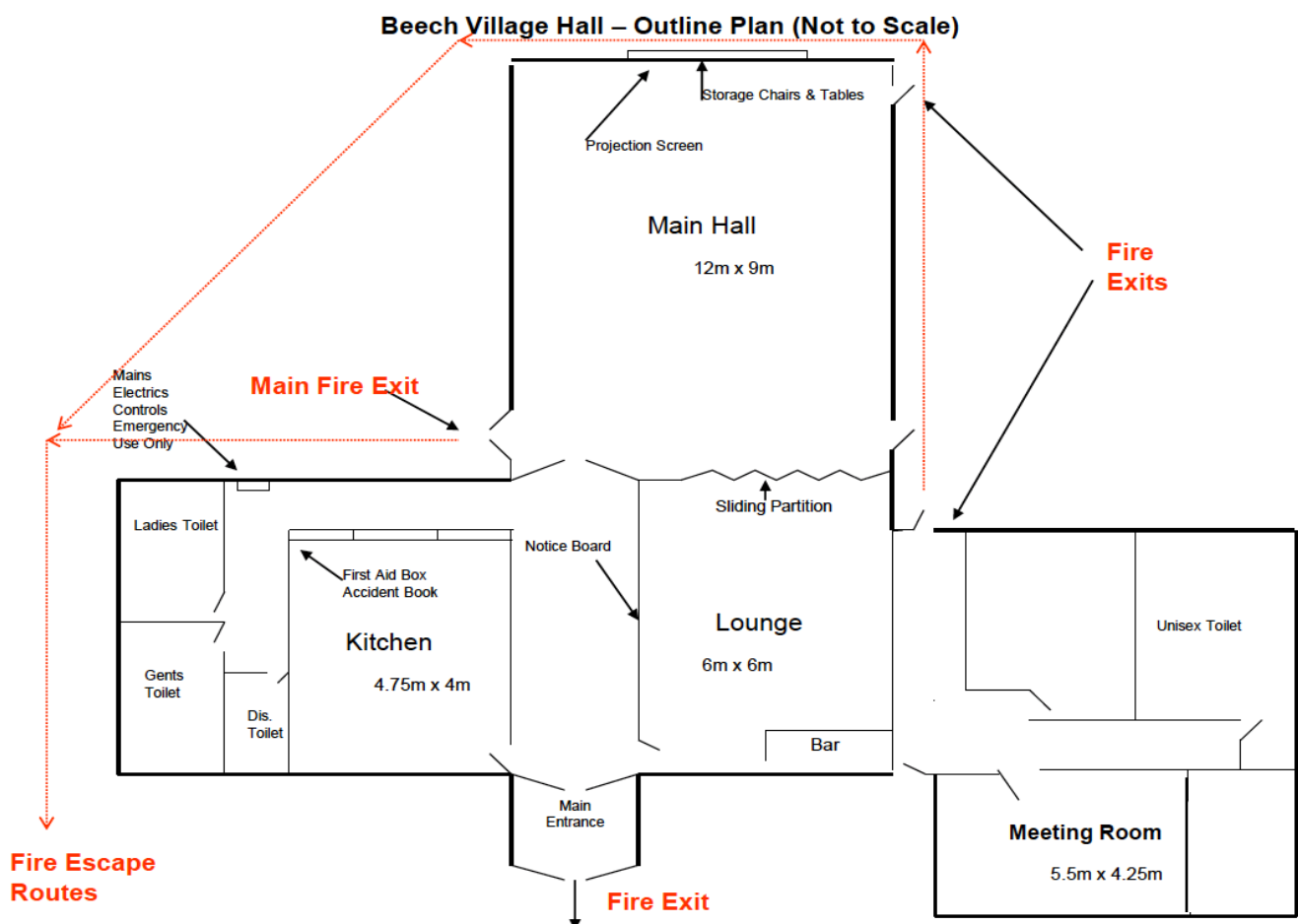
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Beech Village Hall

Beech Village Hall is a sought-after venue for the surrounding area. It is popular for wedding parties and other family celebrations, and plays host to a wide range of clubs, classes, recitals, talks and indoor fairs, as well as regular village social events. [Check Hall availability](#)

The Hall can seat up to 120 guests and the locally made oak entrance porch now features in many wedding photograph albums. Regular clubs and classes include Pilates, Body Moves, Yoga, Dance, Bridge, Baby Sensory and Art Classes. Social events include quiz nights, seasonal parties and a monthly Village Social with drinks and a home-cooked meal.

Floor plan



1. The Main entrance is wheelchair 'friendly'
2. The Annexe Meeting Room has no wheelchair access or kitchen facility
3. The toilet labelled as 'Dis.Toilet' has wheelchair access and baby changing facilities but the door opens outwards
4. The store rooms are not available for hire
5. WiFi with high-speed Internet access

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Frequently Asked Questions

What if we need more parking space, can we park on the street?	The road outside the Village Hall grounds is not suitable for parking. We normally find that the space we have is sufficient especially as guests can double park within the grounds. In addition, subject to agreement and appropriate weather we can open up the village green for additional parking.
Can we leave our cars overnight?	Yes, if you have booked for the following morning we are happy for you to leave cars overnight.
Can we decorate the hall?	Yes, we ask you to only fix decorations to the wood frames and not the painted walls. You can use Blu Tack, Sellotape or pins with the wood.
Is there anywhere local we can stay?	The nearest hotels are in Alton which is just over 2 miles away. Alternatively, there are several B&B's and AirBnB properties within a 10-minute driving distance.
Can I put up my own Gazebo on the Village Green?	Yes, if you have booked the Main Hall. Just let us know.
Can I use my own BBQ on the Village Green?	Yes, if you have booked the Main Hall. There is an ideal space just outside the main entrance for a BBQ. Just let us know.
Where can I put up a Bouncy Castle?	The Main Hall has a high ceiling with wooden beams. Bouncy Castle height is not normally an issue if the castle is positioned at the partition end of the hall between the cross beams. The gap from partition to cross beam is 4 meters (13' 1.5"). The Height of the cross beam from floor is 9'3".
Who is responsible for insurance for a Bouncy Castle?	You will need to check with the supplier of the Bouncy Castle. We do not cover this.
We understand we have to tidy up, who provides the tools and materials?	We provide the tools (brooms and brushes) and cleaning materials!
Can we smoke?	Smoking is not permitted within the building. We do have an outdoor smoking area.
How do we get in, will you provide keys?	Access is provided by key which is in a number controlled key safe next to the front door. We will provide the number in advance of your event and we normally like to meet and greet new users!

Leaving checklist:

- Tables & chairs stacked
- Floors swept clean
- Toilets clean and taps off

- Dishwasher is emptied
- Taps turned off

All kitchen appliances are turned off (excluding fridge and freezer):

- Water heater
 - Hot cupboard
 - Oven

 - Heating thermostat set back to 14C
 - All windows closed
 - Lights switched off:
 - Main hall
 - Lounge
 - Kitchen
- (Corridor and toilet lights are automatic)
- All rubbish should be taken off site.

Thank you & have a safe journey home!

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Safety instructions for hirers during COVID-19 Pandemic

(updated July 2021)

We ask everyone using Beech Village Hall to help keep everyone safe. We ask that all hirers review the government guidance on Covid- 19:

www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#businesses-and-venues

The key principles of infection prevention are:

1. Risk assessment
2. Prevention
3. Good ventilation
4. Personal hygiene and responsibility
5. Decontamination
6. Contact tracing

1. **Risk assessment:** Plan and manage the potential risks

- In assessing the risk of infection, you should consider:
 - the ages and number of guests,
 - their vulnerabilities,
 - the type of activity
 - the degree of interaction
- The possibility to mitigate the risk through
 - ventilation,
 - mask wearing,
 - controlled or managed movement (eg a one way system),
 - the use of pre-testing and ensuring all guests have a valid NHS COVID pass.

2. **Prevention:** Ensure guests do not bring the virus with them.

- Please **DO NOT COME** to Beech Village Hall if you have Coronavirus symptoms or feel unwell in any other way. Make sure your group follow this rule.
- If any of your group members are shielding, over 70 or have medical conditions that put them at greater risk, please ask them to consider carefully the government advice on visiting indoor spaces before they use the Hall.
- We suggest you consider using the **NHS COVID Pass** and/or pre-testing where appropriate, for example if you have a large group using the Hall

3. **Good ventilation:**

- To encourage dispersal of viral droplets, open as many windows and doors as possible whilst keeping the hall at a comfortable temperature. Ensure they are closed before leaving unless another group will be using the hall straight afterwards. Please remember to clean handles before and after, as described below.

Subject to our terms and conditions: <https://www.beechvillage.org.uk/booking-the-hall/>
Registered Charity 301738 / VAT registration number: 937 6019 08 / Ver 1.6 15-Oct-21

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4. Personal hygiene and responsibility

- **Face masks:** Face coverings are seen as a way of reducing droplet spread and virus infection. We would recommend you ensure your guests or users wear masks to reduce the spread of the virus, especially in congested areas.
- **Hand washing / sanitising:** Government advice is that frequent hand washing / sanitising is necessary. All your users should bring their own sanitiser. For convenience we will provide sanitiser at the entrance and exit. Please ensure all users sanitise their hands before and after entering the hall.
- **Paper tissues:** Coughing and sneezing are the commonest ways the virus is spread. Therefore, please ensure your guests bring paper tissues (even if they don't think they'll need them) and a bag for used tissues. Used tissues should be taken home for disposal.
- **Use of the toilets:** The corridor to the toilets is narrow so consider wearing masks. Please keep the toilets clean and sanitise after use as our professional Hall cleaner will only be coming in once per week.

5. Decontamination

- The Corona virus can hang about on surfaces for up to 3 days, so careful sanitisation is required when you leave. The virus has a fatty capsule which will be quickly dissolved by any good household degreasing product such as a Mr Muscle kitchen spray. We suggest you wear a pair of kitchen gloves or similar plastic gloves, spray all surfaces you will be touching, leave for at least 30 seconds and then wipe down with paper towels or a clean cloth. Keys can be cleaned with an alcohol wipe.
- Surfaces that will need sanitising:
 - Key safe
 - Keys
 - Door and window handle's and door plates
 - Tables and chairs
 - Toilet and taps
 - Plug sockets
 - And anything else you touch

6. Contact tracing

1. As the hall hirer you should keep a record of all attendees or guests and their contact details for at least 3 weeks. We recommend you keep a list of names and phone numbers and use this as an attendance sheet at the event.
2. In addition, your guests can sign in using the Hall QR code displayed in the entrance using their NHS Covid-19 App.
3. Please note if the NHS Covid-19 App is triggered the Hall Booking Manger will be informed and we will contact you

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Possible COVID-19 infection

Should anyone become unwell during your event, you must finish immediately and ask everyone except the casualty to leave. The casualty should remain where they are until others have departed and then either leave or remain until help arrives.

If you think a group member might have the virus they MUST self isolate for 10 days. Other household members MUST self isolate for 14 days from the beginning of the symptoms. More details at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

They must seek a test immediately at www.nhs.uk/coronavirus or call 119.

If the test is negative no need to self-isolate further. If positive all members of the group must self-isolate for 14 days from the date they last met. They will be contacted by the NHS Contact Tracing department.

More details at :

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

You must contact the hall manager, so that the Hall can be closed for 3 days while a deep clean is carried out:

REPORT ANY PROBLEMS TO US

Please go to our online reporting system to let us know of any problems, incidents or feedback on what went well and how we can improve:

- www.beechvillage.org.uk/problem-reporting/ttps/
- Or email bookings@beechvillage.org.uk

Scan to complete online report



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Possible letter to individual guest or attendees

Beech Village Hall Safety instructions during the COVID-19 Pandemic

Dear Guest

Thank you for supporting [Name of Event].

It is vital that careful steps are taken to minimise the risk of spreading the COVID-19 Virus.

Please ensure that you do not bring Covid 19 with you.

1. Please **DO NOT COME** if you have Coronavirus symptoms or feel unwell in any other way.
2. Please ensure you are either fully vaccinated and have the NHS Covid pass
3. Or have a valid negative test

If you are shielding, over 70 or have medical conditions that puts you at greater risk, please consider carefully the government advice on visiting indoor spaces.

In the unlikely event that you feel unwell during our event please let me know immediately. I will ask everyone else to leave first. If you are not well enough to get home yourself I will call for help.

Possible Corona Virus

If you think you have the virus you MUST self-isolate for 10 days. Other household members MUST self-isolate for 14 days from the beginning of symptoms. More details on isolation times at:

- <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

You must seek a test immediately at www.nhs.uk/coronavirus or call 119.

If your test is positive tell all members of your group and your household to self-isolate for 14 days from the date you met. You will be contacted by the NHS Contact Tracing department who will also contact members of the group. If you test negative there is no need to self-isolate further and please let me know so I can tell the others.

More details at <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

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Contact Tracing

Effective contact tracing is vital to reduce COVID-19 virus spread. Therefore:

1. PLEASE SIGN OUR ATTENDANCE SHEET.
2. You may also wish to scan the QR code that is displayed in the entrance using the NHS Covid App on your mobile phone (if you have one).

Good ventilation

Windows and doors will be open. On cooler days wear enough warm clothing. If you are feeling cold let me know.

Face Coverings

Increasingly face coverings are seen as a way of reducing droplet spread. Please consider wearing a mask when you move around the hall and especially in crowded areas, specifically:

1. When using the toilets
2. When standing at the bar
3. When in the kitchen

Many thanks
Group organiser