BEECH VILLAGE HALL

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!

How to get more information or contact us

1. For more information on the village hall including Frequently Asked Questions: 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:
    - Check our Frequently Asked Questions on our web page
    - Email us at: bookings@beechvillage.org.uk, or phone us on: 07501 187496

Plan for success!

Changes to your booking	Please email us at: bookings@beechvillage.org.uk
Access	Access to the Hall and The Wellhouse is via a Smart lock. Please check your booking confirmation email for your access code. Please note: ○ The code will only work for the specific hours of your booking ○ If the door is shut it is locked.
Sound & lighting	If you have booked the Sound & Light system and/or the PA system let us know: ○ Planned arrival time so we can arrange to meet you and set up the system ○ Preferred connection method to the sound system: ○ Bluetooth ○ 3.5mm headphone jack
PA system	If you have booked the PA system please let us know if you prefer: ○ Hand-held or Clip on Microphone
Projector	If you have booked the projector and screen please let us know if you will need: • Laptop computer • HDMI cable
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: 1. A ppt, mov, 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 wish. 4. Please limit the file size to no more than 100Mb a. For files larger than 20/25Mb you will need to use a file transfer service like wetransfer or file sharing service like Google Drive to transfer the file to us at bookings@beechvillage.org.uk. *Important notes:* a. The screens are managed remotely and you will not be able to make any changes onsite. b. There is no provision for sound on this system. c. 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).

	d. 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.
Cleaning and rubbish disposal	The hirer is responsible for ensuring the facility is clean and tidy after the event. We provide: • Toilet rolls • Bin liners • Kitchen detergent • Hand cleaner **All rubbish must be taken off-site.**

Questions:

Please check our Frequently Asked Questions page

Prepare for the worst!

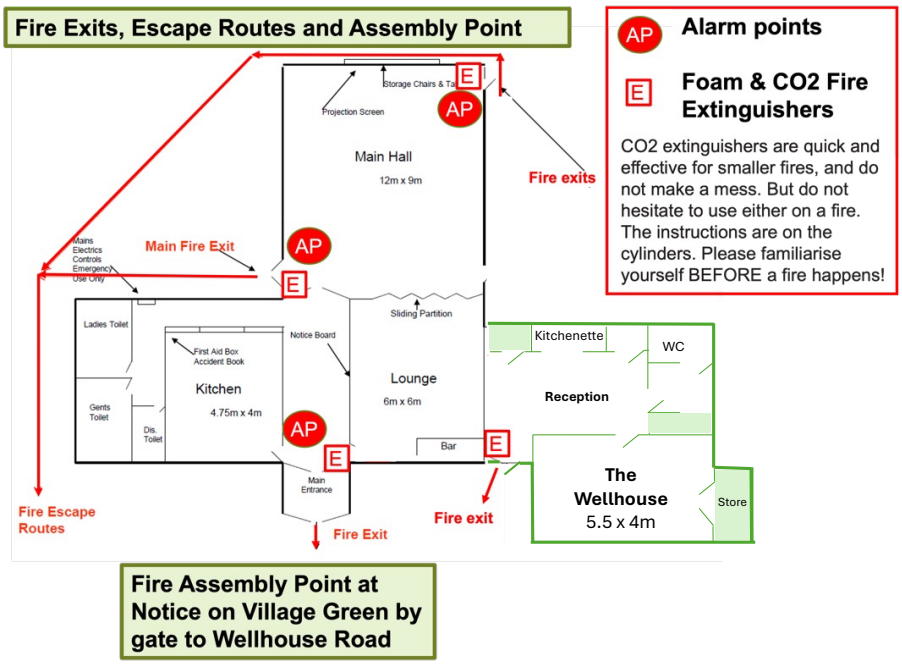
Understand your responsibilities	As the hirer of the hall, you have multiple responsibilities and obligations as documented in our terms and conditions. **You are responsible for the behaviour and health and safety of your guests.**
List of attendees	Make sure you have a list of invitees and their contact details so that you can check off who attends. This could be required if you must evacuate the hall or if you have an infectious disease incident.
Assess potential risks	You must make your own assessment of the potential risks (things that could go wrong) and have a plan to manage them.
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 (see below) ❑ Accident ❑ Power outage ❑ Complaints about excessive noise ❑ Disruptive behaviour ❑ Gate crashers ❑ Infectious disease incident
Appoint and brief your 'Fire Marshalls'	In the event of a Fire you must have a plan to evacuate the building. You must: 1. Appoint at least **1** Fire Marshall per **50** guests to OWN the plan. 2. Brief them on the plan 'In the event of a Fire' (see next page)
Look after Vulnerable people	Hirers have a duty to safeguard vulnerable users of the Hall and its premises, and those who may come into contact with vulnerable users. 1. Ensure you have appropriate clearances and child and/or vulnerable user protection policy. 2. Ensure children and vulnerable adults are supervised at all times. 3. Know who to contact for help with a Safeguarding concern
Ensure Food Safety	• If you or your caterer are preparing, serving, or selling food, you must observe all relevant food health and hygiene legislation and regulations. Some guidance is on display in the kitchen. • Consider having someone qualified in Level 2 Certificate in Food Safety and Hygiene to provide advice and expertise during the preparation and serving of food.
Bouncy Castles	Bouncy Castles are great fun but as with any physical activity there are risks and hence, they do require appropriate supervision and control. You should: • Ensure adult supervision at all times. • Not allow them to be used by children under 2 years of age, or by adults. • Segregate by size and age group for example 2 to 5 year olds, 6 to 12 and over 12. • Ensure the supplier has appropriate insurance and review your own insurance

In the event of a fire

What to do when a fire is detected?	1. Take charge! 2. Trigger the Fire Alarm. 3. Get everyone out of the building. 4. Check everyone is out. 5. Evaluate using the Fire Extinguishers. 6. Call the Fire Brigade.
How to trigger the Fire Alarm?	Use the Fire Alarm points in the Entrance or Main Hall as marked on the drawing below.
Where are the Fire Extinguishers?	The Fire Extinguishers are marked on the drawing below.
Which type of fire extinguisher should we use?	

Type (Fire / Extinguisher)	CLASS A Combustible materials (e.g. paper & wood)	CLASS B Flammable liquids (e.g. paint & petrol)	CLASS C Flammable gases (e.g. butane and methane)	CLASS D Flammable metals (e.g. lithium & potassium)	Electrical Electrical equipment (e.g. computers & generators)	CLASS F Deep fat fryers (e.g. chip pans)	Comments
Water	✓	✗	✗	✗	✗	✗	Do not use on liquid or electric fires
Foam	✓	✓	✗	✗	✗	✗	Not suited to domestic use
Dry Powder	✓	✓	✓	✓	✓	✗	Can be used safely up to 1000 volts
CO2	✗	✓	✗	✗	✓	✗	Safe on both high and low voltage

How to use the Fire Extinguishers?	1. Identify a clear escape route. If you cannot put out the fire, you'll need a safe exit. 2. Stand back between 6 and 8 feet. Face the fire and keep your back to exit. 3. Discharge extinguisher: • **P: Pull** the pin on the fire extinguisher. • **A: Aim** the extinguisher nozzle toward the base of the fire. • **S: Squeeze** the handle or lever to discharge the extinguisher. • **S: Sweep** the nozzle back and forth, aiming at the base of the fiew.
How to evacuate from the building?	The Fire Exits are marked on the drawing below
Where to assemble?	The Fire Assembly Point is on the village green by the children's play area.
How to check everyone is out of the building?	1. Check each of the 3 toilets. 2. Check the kitchen. 3. Check The Wellhouse and toilet (if being used).
How to call the Fire Brigade?	**Call 999**



When you arrive

Parking	• Parking is available in the car park outside the Main Hall. Please do not park on the grass. Please note disabled parking spaces.
Access	• Smart lock (Outer door) please check your booking confirmation for your access code which will only work for the hours you have booked, • Please keep inner doors **CLOSED** whilst the hall is in use to conserve energy and minimize noise for residents.
Lighting	• 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 far right 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	**Review the Emergency procedures in the Hall**: **Fire** ❑ The action to be taken in event of fire ❑ The location and use of fire equipment ❑ Escape routes and the need to keep them clear. ❑ That all fire exits are unlocked and you know how to open them, ❑ The importance of closing fire doors in the event of a fire and that any fire doors are not wedged open. ❑ That exit signs are clear. ❑ Any potential fire hazards on the premises are supervised. **Injury or medical emergency** ❑ The location of the first aid box ❑ The location of the defibrillator
Heating	• The thermostat in the Entrance Hall controls the heating system, which operates between 7:00am 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.
Decorating the hall	• 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. **Use of ladders** • Every week there are on average 100 people injured and one death, in ladder accidents. • We provide a step ladder in the cleaning cupboard, but you must review the safety instructions before using it.
Kitchen	**Do not allow Children in the kitchen** • Instructions for equipment are on the walls in prominent locations. • The serving hatch can be removed and stored behind the kitchen door. You will need two people to do this.

	• In the event of a fire alarm, the serving hatch roller will be lowered automatically. • If boiling water is required for beverages, turn on the power switch to the right of the hot water dispenser. It takes about 10 minutes to be ready and is self-filling. • If the dishwasher is required, the power switch is on the wall under the gas boiler. The machine needs to be filled with water and heated; it will take about 45 minutes before it is ready for use. Use one tray at a time and close the door firmly to operate. (the dishwasher user instructions are in an appendix to this document and on the wall)
Sound system for the main hall	You can connect to our sound system using BlueTooth or a 3.5mm jack Connecting via BlueTooth: 1. Locate the media cupboard in the far right corner of the main hall. 2. Locate the BlueTooth connection box (pictured above) 3. Press the BlueTooth connection button 4. Activate BlueTooth on your device and connect to device WP225 5. Use the volume control on your device For details on connecting and using our Audio Visual system please see our online AV user guide:
Disco lights and haze	The switches for the disco lights and haze systems are in the far right hand corner of the main hall.
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 event

Sound	• The Main hall has a digital indication of decibel levels and a Sound Pollution Control Unit, which may cut off power if an 95dB sound level is exceeded.
	  ○ The system will normally display a green light
	  ○ Amber lights noise levels are approaching maximum and should be moderated.
	  ○ Red lights indicate excessive noise which must be reduced. If the noise continues, power to the sound system and ring main will be cut for 15 minutes.
	• The playing of music (recorded or live) must cease no later than 22:30 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:**
	  ○ Check our instructions and contacts for accidents on the noticeboard in the Hallway and each room.
	  ○ 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.
Use of the village green	Hirers are welcome to use the village green and play equipment on a non-exclusive basis. Please note: • All children must be supervised by an adult at all times • Noise and disturbance must be kept to a minimum • Consumption of alcoholic drinks must be confined to the Hall and patio unless prior permission has been given by the Bookings Manager • The hirer understands that members of the public will continue to walk across the Village Green and use the play equipment • No unauthorised **outdoor music**, lighting of **fireworks** or flying of **drones** are permitted on the Beech Village Hall green.
FROM 22:30pm	• All doors and windows MUST be kept shut (except for entry and exit) • Playing of live or recorded music MUST stop • No alcohol sales or consumption of alcohol outside the premises. **Breach of any of the conditions could result in the loss, in part or in full, of any SECURITY DEPOSIT paid**.

Before you leave

Cleaning	○ Clean up all spillages, remove all litter and sweep the floors (brooms and cleaning materials are in the cupboards nearest the toilets)

Tables & chairs	○ Stack the chairs in the Main Hall without blocking the fire exits.
	○ Maximum stack height of **8** chairs
	  ○ 6 stacks in far left corner
	  ○ 2 stacks in near right corner
	○ Return (cleaned) tables to cupboard

Windows	○ Check all windows are closed.
Kitchen	○ Leave the kitchen as you found it (work surfaces/sink clean) ○ If crockery/cutlery has been hired, ensure that all items are washed, dried and returned to their original locations ○ Empty and drain the dishwasher and turn it off at the wall (follow instructions) ○ Turn off the hot water heater, all appliances (except fridges and freezers) and lights ○ Check that the taps are all turned off. ○ Clean the floor ○ Put the kitchen hatch back in place and close the door as you leave.
Rubbish	○ **All rubbish must be taken off-site** (the wheelie bins are only used for village events)
Lounge/Bar Area	○ If hired, check area is clean and tidy
Toilets	○ Check that all toilets are clean and that there are no running taps
Outside seating area	○ Check that all rubbish and cigarette butts have been collected
A charge may be levied if these requirements are not met.	

As you leave

Heating	○ Ensure that **thermostat** in Entrance Hall is **set back at 14c.**
Lighting	○ **Switch off Main Hall / Lounge / Kitchen lights** (where applicable). ○ Turn off the **fairy lights** in the Main Hall ○ Corridor and toilet lights will remain on for a while, but will automatically switch off automatically.
Security	○ **Ensure inner and outer doors are closed.** External lighting will operate automatically and car park lights are on timed to go off shortly before midnight.
Rubbish	○ **Please take your rubbish with you**
Noise	○ **Please leave quietly!**

After your event

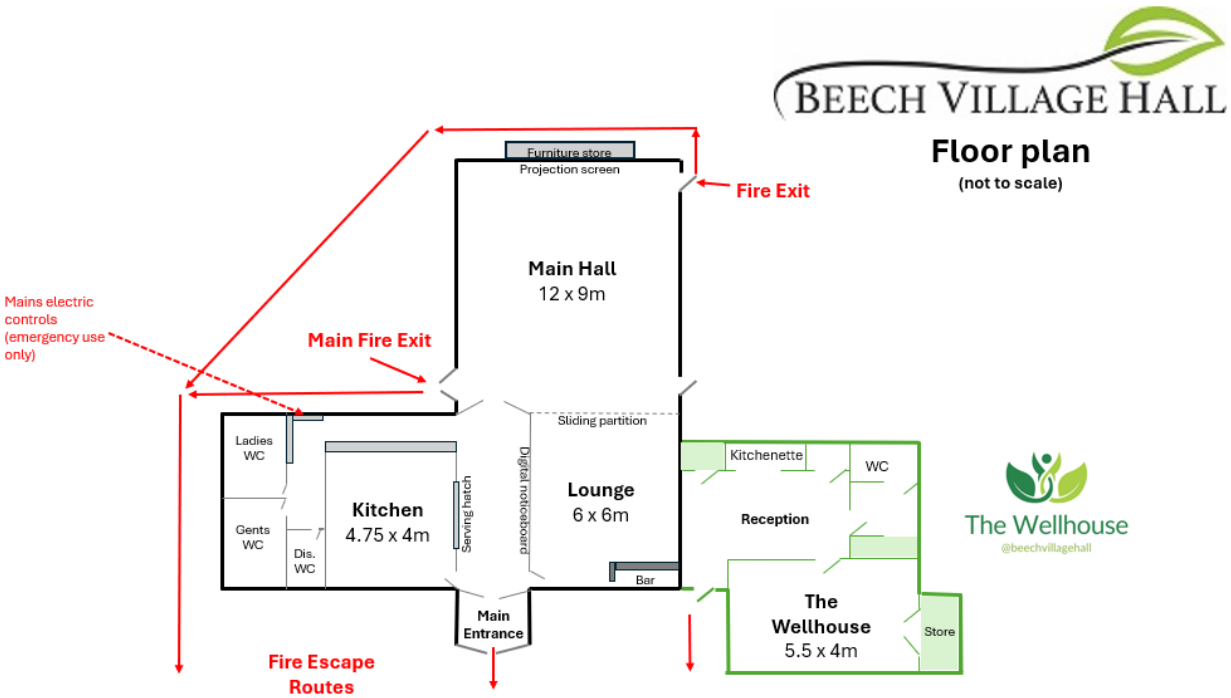
Keys	Return the keys as instructed by the Bookings Manager	
Report any problems to us	Please use our online reporting system to let us know of any problems, incidents or feedback on what went well and how we can improve: o https://www.beechvillage.org.uk/problem-reporting/ o Or email bookings@beechvillage.org.uk	Scan to complete online report
Security Deposit	If you paid a Security Deposit, please send us an email at bookings@beechvillage.org.uk with your bank details so we can arrange a refund: • Account name • Account number • Sort code	
Leave a review	We would appreciate it if you could leave a review for us on Google. Please follow this link: https://g.page/r/CcXky6uYtwLoEB0/review	

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 Wellhouse 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. WiFi with high-speed Internet acces

Leaving checklist:

Hall

- ❑ Tables in cupboard.
- ❑ Chairs stacked (maximum 8 high).
- ❑ Floors swept clean.
- ❑ Windows closed.
- ❑ Lights turned off.

Lounge/Bar

- ❑ Chairs stacked.
- ❑ Floors swept clean.
- ❑ Lights turned off.

Toilets

- ❑ Toilets cleaned and taps off.
- ❑ Bins emptied.

Kitchen

- ❑ Dishwasher is emptied and drained.
- ❑ Taps turned off.
- ❑ Water heater heater turned off.
- ❑ Heated troller turned off.
- ❑ Oven turned off.
- ❑ Lights turned off.

Exit

- ❑ Heating thermostat set back to 14C.
- ❑ All windows closed.
- ❑ All rubbish taken off site.

(Corridor and toilet lights are automatic)

Thank you & have a safe journey home