

Users Guide for Aston on Clun Village Hall (Registered Charity Number 702020)

Bookings

Bookings and enquiries are made through the Chairman (Paul Sweetland – 01588 660139 astononclunvillagehall@gmail.com) who can advise the current hire charges and refundable deposits and conditions of hire. The Trustees reserve the right to turn down bookings which they believe might cause unreasonable disturbance or which might cause damage to the Hall. **If an event in the Hall involves the sale of alcohol it will be necessary for the Hirer to obtain a Temporary Entertainment Notice (“TEN”) from the local authorities. This should not be sought without the prior approval of the Chairman. If a TEN is approved Hirers must require those who are selling alcohol to seek proof of age (more than 18) from anyone who would appear to be 25 or younger.**

Contacts

Paul Sweetland – Chairman	01588 660139
Jeff Else – Treasurer	01588 660893
Chris Vaughan	01588 661011

Keys

The keys will be provided to a Hirer by the Chairman or another Trustee and they should be returned once the clean up has finished. A charge will be made for lost keys. The window keys are in a bowl in the kitchen.

Emergencies

There is a first aid box in the kitchen.

The Accident Book is kept in the kitchen and accidents in the Hall should be noted therein. There are fire extinguishers at exit doors. The fire exits are shown on the diagrams on the next page. There is a fire alarm klaxon in the kitchen near the meters. Please make sure that all attendees are aware of these and that the fire exits are kept clear. Please note in particular that the front door is a fire exit door and this must be kept unlocked while the Hall is occupied. If there is a fire, it is the responsibility of the hirer to ensure that the Hall is clear of people. The internal doors into the main hall are fire doors. These should be left closed once any event has finished.

There is no phone connection at the Hall. Mobiles do not always get a signal. The nearest public phone is in Hopesay village (turn left out of the Hall car park, left again at the main road, go past the Kangaroo, and the turning to Hopesay is the second left). It may be possible to make emergency calls from the Shop in the car park during opening hours. The What3Words address of the Hall is [unzipped.drop.taxi](https://www.what3words.com/?q=unzipped.drop.taxi)

The Hall's location is Broome Road, Aston on Clun, SY7 8EH

Safety and Children

Children's parties must have adult supervision throughout to prevent accidents and damage. The kitchen is out of bounds to children. There is a stove, a microwave, a dishwasher, kettles and a dispenser of boiling water with a consequent risk of scalds and burns. There are knives and scissors and other sharp objects.

Capacities

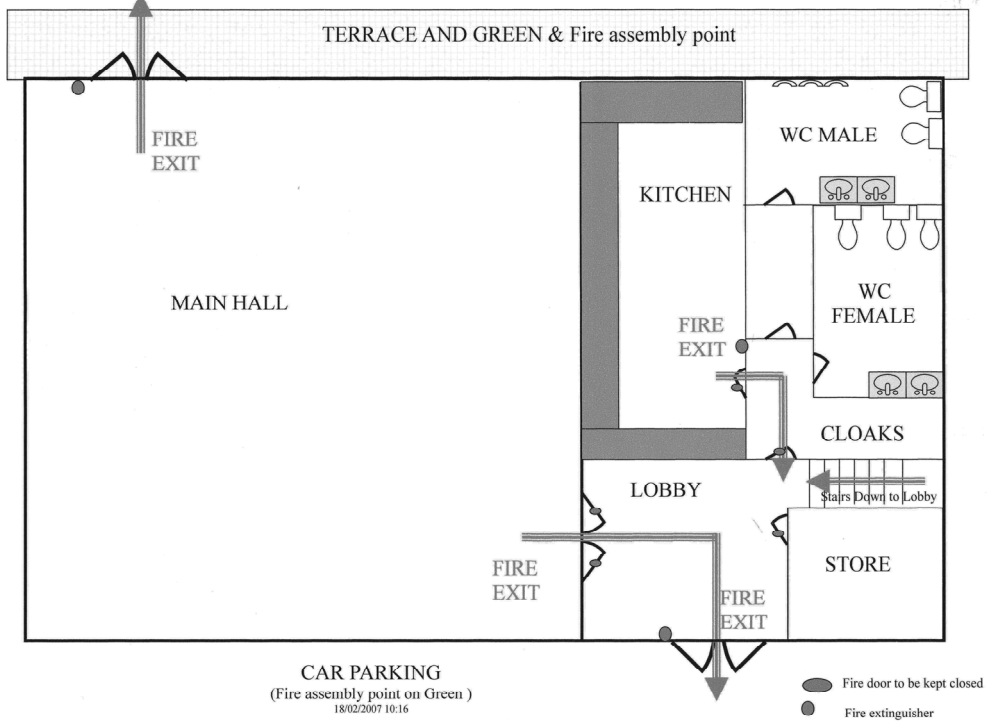
Car park	25 cars (if guests are parking in the road please ensure they are not blocking the road or inconveniencing houses adjacent to the road) Parking is not allowed on the Village Green.
Main hall	Close seating – 150 persons Seated at table – 90 persons Dancing – 130 persons
Meeting room (on upper floor)	25 persons (no disabled access)
Terrace to rear	100 persons on paved space. (Please note that the Green does not form part of the Hall and use of the Green other than for normal recreation requires consent of the Parish Council.)

Access to the Internet etc.

The Hall provides a broadband connection which comes via a satellite dish. The name of the internet connection is "astononclunhall-unsecured". Download speeds are expected to be in the range of 25 to 30 Mbps and upload speeds of 5 to 10 Mbps – however, this is just a guide, it is not guaranteed. Hirers should make people attending their event aware that the service is UNSECURED! It should not be used to transmit or receive sensitive information. Use of the connection is at the user's risk.

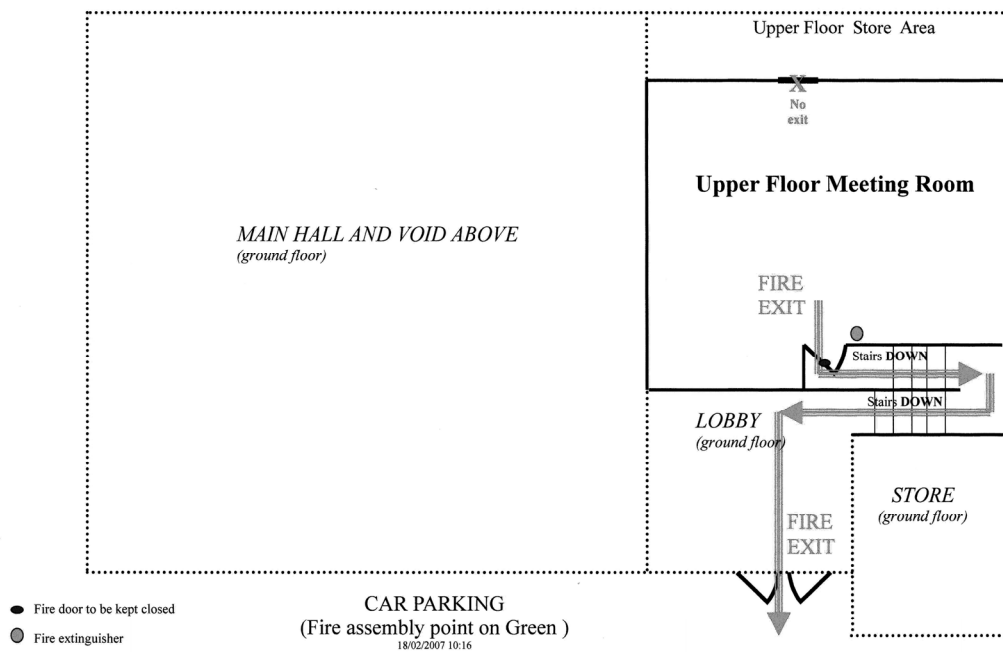
Ground Floor Plan (not to scale)

Aston on Clun Village Hall—Fire Safety



Upper Floor Plan (not to scale)

Aston on Clun Village Hall—Fire Safety



Utilities

Toilets

The toilets are wheelchair accessible

Hot Water

The hot taps in the kitchen and the toilets are fed by an electrically heated tank (the switch is the panel above the meters in the kitchen (see below)) which takes about an hour to heat up. The tank has a 100 litre capacity. Do not use this hot water to make hot drinks.

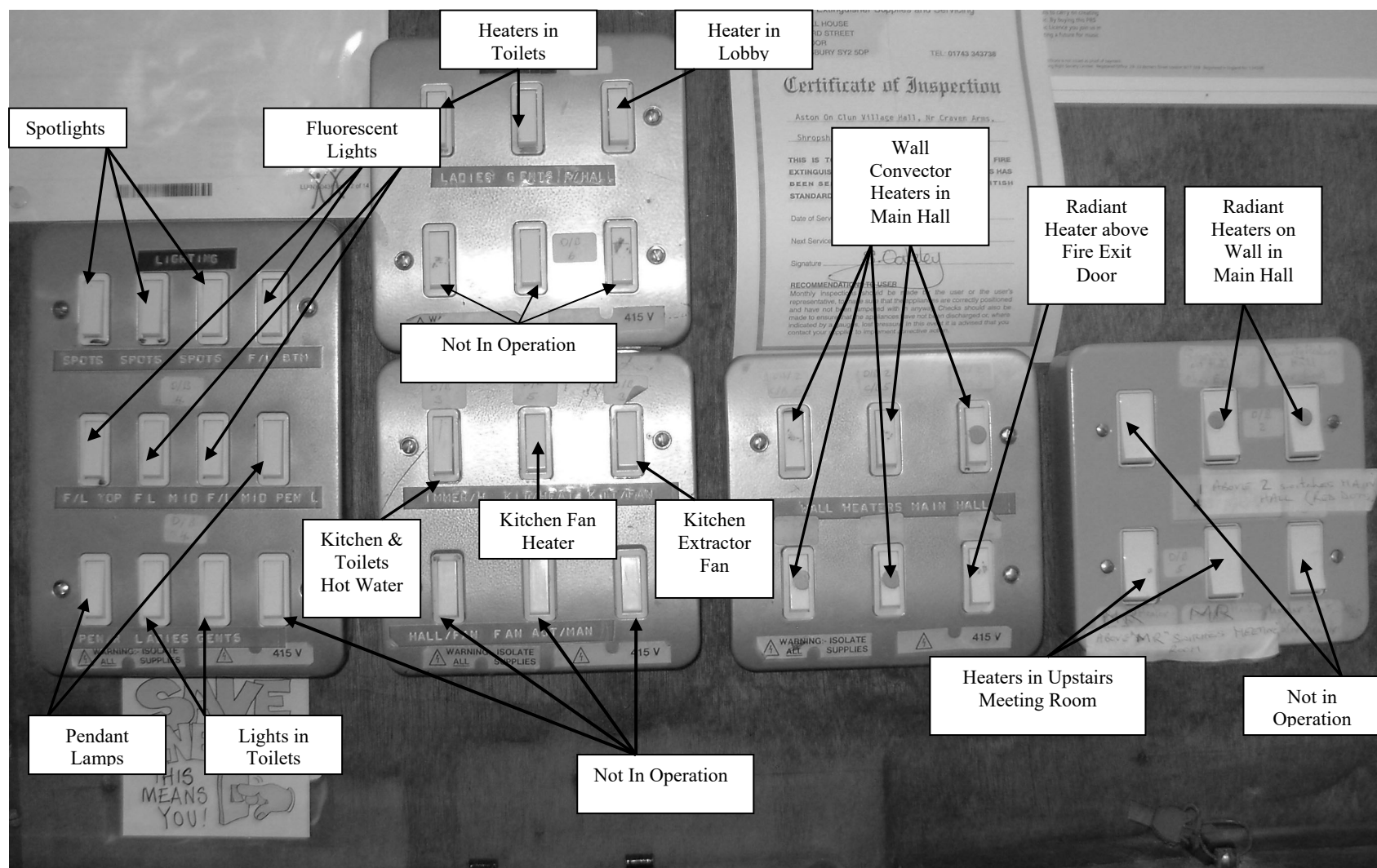
In addition to the kettles in the kitchen there is a hot water dispenser, adjacent to the serving hatch, which provides water at near boiling temperature. This can be used to make hot drinks. **PLEASE ENSURE THAT CHILDREN ARE NOT ALLOWED TO OPERATE THIS DISPENSER AND MAKE PEOPLE USING THE KITCHEN AWARE THAT THIS IS VERY HOT WATER.**

Electricity Supply

Except for lighting, electricity is provided from three (£1 coin) pre-payment meters in the kitchen. These are marked "A", "B" and "C". The services controlled by these meters are shown in the table below. A copy of this table is taped to the wall adjacent to the meters.

	Meter "A"	Meter "B"	Meter "C"
ENTRANCE LOBBY			
Radiant Heater		X	
MAIN HALL			
Radiant Heaters			X
Wall Convector Heaters			X
Power Points	X		
KITCHEN			
Hot Water via Immersion Heater (toilets also)	X		
Hot Water Dispenser	X		
Power Points	X		
Cooker	X		
Fan Heater		X	
Extractor Fan	X		
TOILETS			
Hot Water (kitchen also)	X		
Fan Heaters		X	
MEETING ROOM			
Radiant Heaters		X	
Wall Convector Heaters		X	
Power Points	X		

The appropriate meters should be in credit before equipment is switched on and should be kept "topped up" while the equipment remains in use to avoid tripping the circuit breakers.



Electric Switches (See Diagram on Preceding Page)

There is a bank of switches above the meters in the kitchen and these control most – but not all - of the Hall's equipment. The lighting is not metered.

LIGHTING

The toilet light switches are on the panels above the meters. The switches for the lighting in the main hall are on the panels above the meters. The main hall lighting can be adjusted to suit various needs. The bright fluorescent lights can be switched in pairs down the hall. The soft (low energy) pendant lights operate in groups to illuminate left or right hand sides, and there are six spotlights to shine towards the end wall (opposite the serving hatches).

Switches for the lobby, porch and car park lights are just inside the front door. The left hand switch controls the lobby and inner hall, the middle switch the exterior porch and the right hand switch the car park flood lights.

The lights on the stairs have switches top and bottom.

The kitchen light switches are on the right of the door as you enter.

The lighting for the upstairs meeting room is controlled locally. Fluorescent lights in the ceiling and softer wall lights are available.

POWER POINTS

There are a number of power outlets in the kitchen and there are a number of double sockets in the main hall. There are further power outlets in the upstairs meeting room.

HEATING

The heating in the main hall is electric via 7 panel radiators on the walls with radiant infra red heaters on the upper walls. Two destratification fans on the ceiling push warm air that has risen back towards the floor. These are always on and consume very little electricity.

There is also a radiant heater above the fire exit door which is opposite the main entrance. The switches for all these are on the panel above the meters in the kitchen. The four radiators on the side nearest the car park are controlled by just two switches on the panel. The three radiators on the side nearest the Green have their own switch. The following picture shows the allocation.

The thermostats on each radiator are locked – please do not attempt to alter them and please do not alter the thermostat on the wall. If the Hall is too warm please turn off one or more of



the radiators on the switch panel in the kitchen.

Please note that a well attended function will usually maintain the warmth in the main hall and it may be possible to dispense with the use of the radiant heaters once the initial temperature has been reached. Using the roller blinds rather than the curtains at night time will prevent heat from the convector heaters going up behind the curtains rather than out into the room.

MEETING ROOM HEATING

The switches for the radiant heaters in the upstairs meeting room (higher up on the walls) are on the panel above the meters in the kitchen. The convector heating panels on the walls are switched on in the room.

ELECTRIC FAULTS

If any piece of equipment does not work check the following:

- Is the local switch on and is the local thermostat set to the right temperature? (if applicable)
- Is the switch on panels above the meters turned on? (if applicable)
- Is the applicable meter in credit? If not switch off the equipment before inserting more coins and switch on again.

Are the circuit breakers tripped? These are located behind the curtains above the double doors leading into the main hall from the lobby. There is a stepladder in the storage room. **Always have two people to assist in this task – one to hold the ladder and the other to stop people from opening the double doors while the ladder is in use.**

Equipment in the Hall

Kitchen

The kitchen has the following equipment available for use:

Crockery & cutlery	100 place settings
Cooker	5 rings, hot plate, double oven and grill.
Heating cabinet	
Microwave	
Electric water heater (for tea/coffee)	20 litres
Electric Kettles	2
Refrigerator	
Commercial dishwasher	

There are detailed instructions for operation of the cooker taped to the wall adjacent to the cooker. Please note that it is necessary to set the clock to operate one of the ovens.

There is a folder containing instructions for use of the dishwasher. This is easy to use but it is advisable to read the instructions through before starting its use. The water in the dishwasher takes about 30 minutes to heat up.

The kitchen has two serving hatches into the main hall. There is plenty of worktop space and an ample supply of power points. There is a stainless steel food preparation table

There are 2 kettles.

There is a separate basin for hand washing

Seating and Tables

There are 90 upholstered red chairs in the main meeting room. There are a further 20 upholstered chairs in the upstairs meeting room. The upholstered chairs should not be used outside. **There are plastic chairs available for children's parties. Please ask the Booking Secretary for these.**

There are 14 large collapsible tables, and 12 smaller ones in the storage room. The size of the larger tables is 1.825m X 0.685m and the smaller tables are 1m X 0.8m.

The storage room also contains 3 wooden, folding card tables.

Staging

The Hall can provide a small amount of staging upon reasonable notice

Skittle Alley

(requires additional payment and by prior arrangement)

Licences and Permissions

The following is provided as general guidance: Hirers must decide for themselves what licences, permits etc. they need for their particular occasion.

If sale of alcohol is proposed it will be necessary for the Hirer to obtain a Temporary Event Notice from the local authorities. This should not be sought without the prior approval of the Booking Secretary. Shropshire Council and the police require a period of time to consider any application. Please check with the Council for the current minimum time period.

The Hall holds a Premises Licence which permits the following forms of regulated public entertainment:

Live music
Recorded music
Theatrical performances
Dancing or performance of dance
Exhibition of films (but the film itself may require a specific licence)
Indoor sports

The hours of operation on other days are 8.00am to midnight on weekdays and to 12.30am on Saturday

The Hall's Premises Licence does NOT apply to any activity taking place on the Village Green. The consent of the Parish Council is required for any activity on the Green which is not NORMAL recreational use.

A note written by Hopesay Parish Council concerning use of the Green is appended to this Guide

Tidying, Cleaning and Leaving the Hall After the Event

Tidying & Cleaning

When your function is over please:

Wipe tables (and chairs if necessary) clean and put them back in their storage locations

Wash and dry crockery and cutlery and put them back in the cupboards and drawers

Empty the kettles

Unplug the refrigerator and leave door OPEN

Drain the commercial dishwasher, turn off the water and turn off the power in accordance with the instruction book

Turn off other kitchen equipment

Wipe down the stove top and the working tops and clean up any floor spillages

Put Hall equipment back where it was found (see plan on last page)

Remove items that have been brought into the Hall (equipment, decorations etc.)

Remove all rubbish and take it away with you– **do not use the bins at the Hall for anything other than small amounts of paper** – including anything left on the terrace to the rear. Please make sure any caterers abide by this.

Sweep the floor of the main hall and wipe up any spillages

Sweep the kitchen and toilet floors and wipe up any spillages. Clean toilet bowls if required.

Remove any cigarette ends from outside the Hall including the terrace to the rear.

Leaving

Check fire exit door is bolted

Check windows are closed and locked

Check all internal fire doors are closed

Check refrigerator door is left open

Turn off all switches on the panel above the meters

Switch off lights in upstairs meeting room, storage room, kitchen and lobby, car park and external porch.

Lock the entrance door

DON'T FORGET TO RETURN THE KEYS!!

USE OF ASTON GREEN

Aston Green is a public recreational open space. It is owned, maintained and managed by Hopesay Parish Council (the Council) for the benefit of parishioners and visitors in accordance with a 2003 Covenant between the Countryside Agency and the Council and the terms and conditions attached to funding and land purchase. The Council is keen to see maximum use of the facilities for as wide a range of lawful recreational activity as possible. **These notes are provided as guidance for those wishing to organise activity on the Green.**

ACCESS: The Council is responsible for maintaining the Green in safe and good repair and keeping it open for public recreational use free of charge. Rights of public access exist over the village hall car park. Council can however prohibit activity that may cause damage and prohibit access for certain defined safety reasons. Council may also, on not more than 2 days in any calendar year, prohibit access except on payment of a reasonable charge; that charge being applied to maintenance or improvement of the Green and on condition that admission on payment is available to all.

The Green is therefore not available for hire for private functions. Nor may admission be charged for any community event unless proceeds benefit the Green. A charge for participation in an activity on the Green (a BBQ for example) may however be appropriate.

Council owns and manages the fenced public recreational open space immediately south of the Green to which different restrictions on use apply. It is available for car parking (for which a charge might be made) for events at the Village Hall and on the Green.

INSURANCE: Council is insured against claims that might arise related to its ownership, maintenance, management and use of the Green. This insurance does not cover claims that might arise against others using (or organising activity on) the Green. Those wishing to use the Green should assess any attendant risks, act to minimise them so far as reasonably practicable and **seek their own insurance where necessary.**

LICENSED ACTIVITY: Council does not hold a 'Premises Licence' for the Green. Any proposed activity required to be licensed (music, singing, dancing, drama, film, sale of alcohol, late hot food) is **likely to require a 'Temporary Event Notice' served on Shropshire Council and the Police by the organisers at least ten working days in advance.**

VILLAGE HALL: Council owns Aston on Clun Village Hall, which includes the tarmac car park and paved terrace. The Hall is managed, maintained and insured by the Village Hall Management Committee (Charity 702020) under a lease and trust deed, for the recreational benefit of parishioners. The Hall is available for hire by agreement of the Committee for private and public events for which admission charges or restrictions may apply. As members of the public, those attending Hall events may also use the Green, **but not so as to exclude free access to the Green by others.** Those organising Hall events intending to spill over onto the Green should note that their activity will not be covered by the Hall's insurance and premises licence (see also Village Hall Hire Agreement).

INFORMING THE COUNCIL: These notes provide an outline of only the main conditions and restrictions on access and use of the Green. Anyone proposing to use any part of the Green for an organised event* should contact the Council at an early stage so that any difficulties or conflicts of interest can be identified and resolved in good time. Specifically, anyone proposing to erect any structure on the Green must ask permission from Council first, at least 8 weeks prior to the event by submitting Council's booking form.

PLEASE NOTE: permission has to be granted at a full Council Meeting having been advertised on the Agenda, and cannot therefore be given immediately.

Contact the clerk by email: clerk@hopesayparishcouncil.org.uk or phone 01588 660684

