



## **INFORMATION PACK**

PLEASE NOTE

IF YOU ARE SERVING FOOD, YOU MUST  
TAKE LEFTOVERS AND FOOD WASTE  
AWAY WITH YOU.

FOOD MUST NOT BE PUT IN THE VILLAGE  
HALL BINS.

THANK YOU



## **IMPORTANT INFORMATION FOR USERS OF CHIPPERFIELD VILLAGE HALL**

Welcome to Chipperfield Village Hall! We hope you find this information helpful. There is a comments book in the lobby if you would like to leave us a message about your experience at the hall, or if there is any information not included here that you would have found it helpful to have.

The Chipperfield Village Hall Committee  
June 2024

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**PLEASE NOTE:  
NO SMOKING, VAPING OR E-CIGARETTES  
IN ANY PART OF THE BUILDING**

## **1 Useful contact numbers**

Caretaker Chris Babey 07498 055310

Booking Secretary Alyson Brown 07383 415748  
email bookingscvhwd4@gmail.com

Chairman James Bush (in emergencies only please) 07983 106669

### **WIFI network**

Select Chipperfield Village Hall Guest  
Password – welcome (all lower case)  
Tick box to accept terms and conditions

### **Hall address**

Chipperfield Village Hall  
The Common  
Chipperfield  
WD4 9BS

### **Website**

<https://chipperfieldvillagehall.com/>

### **Facebook**

<https://www.facebook.com/ChipperfieldVillageHall>

## **2 Safety instructions**

### **FIRE EXIT SIGNS**

These must be switched on and remain illuminated during all events. The switch for these is marked EXIT on the main panel to the right of the stage.

### **FIRE EXITS**

- Through the main doors
- Through the fire exit doors in the main hall
- Through the kitchen door
- Through the external door in the bar

Fire exits must be kept clear at all times.

### **Access to the hall**

The pathway to the hall from the road **MUST** be kept clear of vehicles at all times to allow access for emergency vehicles. Please ensure guests do not block this access.

### **Location of fire extinguishers**

Please familiarise yourself with the location of fire extinguishers. There is one in each of these locations:

- Entrance lobby by the main door
- Main hall near the central fire exit doors
- Main hall next to door to kitchen
- Kitchen
- Back fire exit off kitchen
- Right hand side of stage by stairs
- Loft

There is also a fire blanket in the kitchen fixed to the wall by the noticeboard. The fire extinguishers and fire blanket must not be tampered with. If any damage is found or fire extinguishers have been discharged unnecessarily then a charge will be made.

### **First Aid Kits**

One is located in the kitchen and one in the bar. Please complete the accident book in the kitchen in the event of any incident.

### **Electrical equipment**

Any electrical equipment brought into the hall is at the hirer's risk and the Village Hall Committee accepts no responsibility for any damage to such items. They must be in good working order and used safely. This includes laptops and sound equipment.

### **Other equipment**

Please refer to the conditions of hire for equipment which hirers are not permitted to bring into the hall, or not without permission.

### **3 Procedure in the event of a fire**

If you discover a fire:

- Raise the alarm by shouting FIRE
- Evacuate the hall immediately via the nearest accessible exit, using all exits if practical
- Only consider tackling the fire with fire extinguishers if you are competent to do so and the fire can be safely tackled in that way
- Call the fire brigade on 999 – mobile signal is better outside the hall
- Proceed immediately to the assembly area in the car park adjacent to the Two Brewers
- Do not leave the assembly area until instructed to do so by the fire brigade
- Do not return to the building

### **4 Accidents or medical problems**

- If an ambulance needs to be called, mobile signal is better outside the hall
- There is a defibrillator located on the outside wall of the Two Brewers pub with instructions for use
- There is a first aid box and an accident book in the kitchen to the right of the dishwasher. The accident book should be completed if an accident occurs

**Address for emergency services:**

**Village Hall, The Common, Chipperfield, WD4 9BS**

**Located behind Old School Cottages**

**what3words: desire.famous.trades**

## 5 Equipment in the hall

### Windows

There is a key for the windows on a hook by the information board in the main hall

### Tables

- The Hall has 14 x 6-seater tables (each 156cm x 73cm) and 3 x 8-seater tables (each 183cm x 76cm). All are rectangular. They are stored at the back of the kitchen
- There are also some small square tables and children's low tables and chairs stored on the stage and/or in the kitchen or at the back of the hall
- Please do not drag tables across the floor as it damages the floor.

### Chairs

- There are approximately 105 chairs. These are normally stored on the stage. Please leave the chairs as you find them
- There are two trolleys you can use if you need to move a number of chairs (kept either on the stage or in the storeroom off the hall). Do not lift more than two chairs together
- Please do not drag chairs across the floor as it damages the floor.

### Cooker

Turn on at the switch on the wall behind the cooker to use oven(s) and hob. On first turning on the clock lights will flash and the oven will not turn on. Press the “cook” and “end cook” buttons together to bring oven into operation (see below)



Ordinary fan oven cooking for the main oven is selected with the symbol below.



There is an instruction booklet for the oven in the bottom drawer of the set of drawers below the hot water urn.

### **Cleaning equipment**

- Brushes and mops are stored in the lobby between the stage and the kitchen. If there is a spillage please minimise the water used to clean up as water damages the floor
- Dustpan and brush are kept in the lobby or to the right of the dishwasher
- The dishwasher has its own feed of washing liquid and salt and there is no need to add anything
- Please note we do not supply hand towels or tea towels in the kitchen for health and safety reasons so please bring your own if you need them

### **Fridge freezer**

There is a large fridge freezer in the kitchen and smaller fridges in the small bar. Please remove any left over food from fridges and wipe up any spillages.

### **Baby changing**

There are baby changing facilities in the disabled toilet.



## **6 Lighting**

### **Hall lighting**

The main switch for the strip lights is located to the right on entering the main hall

There is an alternative switch which is located on the switch panel on the right of the stage, marked HALL. If you use this please switch it off when your event ends so that the lights can once again be switched on from the switch by the hall door.

Alternative lighting: there are spot downlighters, switched on using the labelled switches located on the right of the stage, to the right of the switch panel.

Revolving ball and spot lights: the revolving ball on the ceiling is switched on from the main switch panel to the right of the stage marked BALL. The two spot lights need to be switched on to illuminate the ball and the switches for these are also on the switch panel marked SPOT LEFT and RIGHT.

Fire Exit lights: it is a legal requirement that the Fire Exit signs be illuminated during any event or function. The switch for these is in the main panel marked EXIT.

### **Outside lighting and CCTV**

There is a light switch inside the front door to switch on outside lights. Please be sure to switch these off when you leave the hall.

There is also a push switch for the pathway lights.

There are outside security lights which are motion triggered. There are also CCTV cameras, which are remotely monitored.

## **7 Decorating the hall**

### **Curtains**

The curtains must not be removed for any reason.

Please ensure that curtains are opened and closed with the pull strings at the side and not by pulling them across

The stage curtains should similarly not be pulled across but opened and closed by the weighted pull cords on the right of the stage by the AV panel

### **Decorations**

Decorations, posters, banners or placards are not to be fixed to walls, fixtures or fabrics with tape, screws, nails or tacks or anything that will damage the paint or the fabric of the hall. You must not obstruct gangways, exits or entrances. The painted wooden board around the hall may be used to attach things to eg with Blu-tak, providing the paintwork is not damaged.

All decorations must be removed at the end of an event.

### **Bouncy Castles**

You may bring bouncy castles into the Hall and it is your responsibility to make sure anything you hire is safe and will fit. Please refer to the Terms of Hire for more detail about this and please familiarise yourself with HSE guidance on the safe use of play inflatables

<https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

## **8 Heating**

The hall has installed HIVE to control the central heating. Normally, the heating will be set to the length of your event and to an appropriate temperature and you should not need to do anything.

However, if during your event you want to change the temperature (up or down) you can do this by using the Hive thermostat. The thermostat is located to the left of the main kitchen door.

Push the main circular dial on the thermostat and the current temperature is displayed, along with the target temperature on the top of the display. Turn the dial clockwise to increase the target temperature or anti clockwise to decrease the target temperature.

After this, the hall temperature will change slowly (due to the size of the hall) to your new desired one.

Please record any heating problems/issues in the log book which is stored in the display board in the hall lobby.

## 9 Audio visual equipment

### Overview

- The hall is fitted with an audio system with both a cable and radio microphone
- A hearing loop is available for those who are hard of hearing. If the loop is required, then a microphone will need to be used.
- A microphone stand is available, located at the back of the stage on the right-hand side
- There is an in-built projector with screen for you to display pictures, presentations or videos etc via your own laptop or DVD/Blu Ray
- Please advise the booking secretary at the time you make your booking if any of these facilities are required.

### Amplifier

This is located to the right-hand side of the stage in a metal cabinet with glass front door.

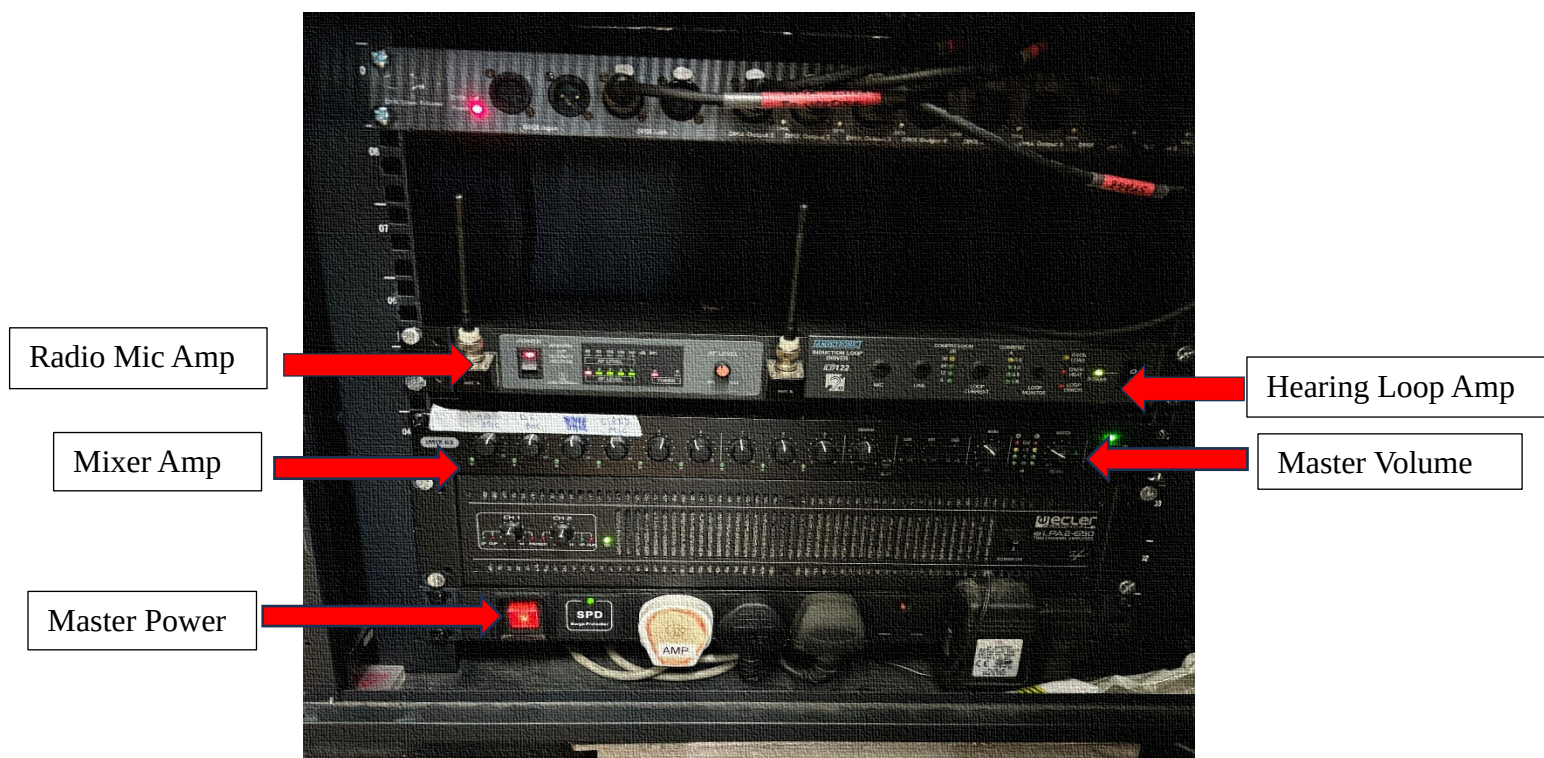


Photo 1: Main Hall Amplifier

### Readying the Audio Equipment for music, etc

- Locate the amplifier on the stage and turn on the master power switch (see photo above)

- Set the master volume to half volume (see photo above)
- Connect your audio source using the supplied cables to the Projector Panel located behind the stage curtain on the right-hand side (See photo below)
- The hall has cables for connecting iPhone, android phones, CD or DVD players or laptops.

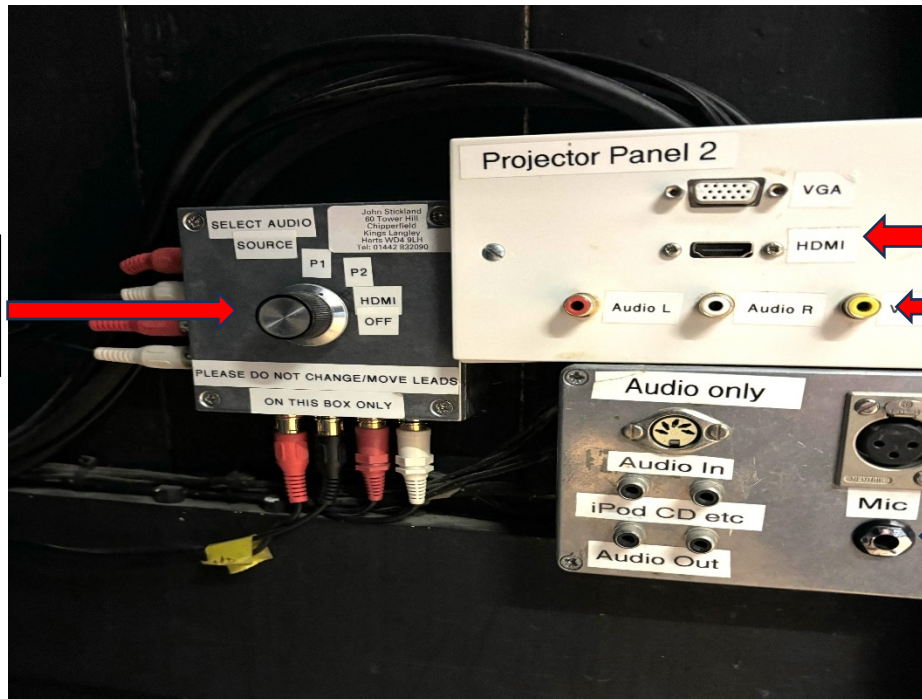


Photo 2 – Panel 2 Audio and Microphone connector

- Turn on your audio source and listen for sound over the Hall speakers
- Adjust the volume using the Master volume control dial as shown in Photo 1.

### Using the cable microphone and or radio mic and hearing loop

- Obtain microphones from audio cupboard in kitchen
- For the hearing loop to operate you need to have a microphone in use
- If using cable microphone, plug the cable mic into the socket as shown in photo above
- Use the master volume control on the amplifier to adjust the volume as required
- The radio mic amplifier and hearing loop amplifier switches must be turned on – see first photo for details

### Using the projector

- Using a laptop, you can connect via VGA or HDMI cables – the hall has both types available
- You can also use a DVD player via HDMI cable

- There are two input panels to operate the projector – P1 and P2
- Panel 1 (P1) is located on the wall in the main hall halfway down on the kitchen side
- Panel 2 (P2) is on the right-hand side of the stage as you look at it from the hall, behind the stage curtain
- Lower the screen using the switch that is to the right and above the Amplifier. It is marked UP/OFF/DOWN. Plug in the main screen power lead and switch on. The screen will stop approx. 200mm from the floor – once lowered please reset the switch to the OFF position
- Connect your video source to either P1 or P2 using the cables provided before turning on the projector.
- To switch on the projector – turn on the projector mains switch located near Panel 1 on the hall wall. Take the projector remote control (usually stored on top of the amplifier cupboard, branded “InFocus”) and move round to the stage side of the projector. Point the remote at the projector and press the Power on button once. After approx. 30 seconds the projection lamp will come on and its start up screen (InFocus) will be shown on the screen. Use the remote control ‘Source’ button and select Computer 1 or 2 OR HDMI 1 or 2.
- For sound when using the VGA output on your laptop, you will need to connect your headphone output to the audio connections on Panel 1 or 2.
- Test the set-up, picture quality and volume before your event. Use the Master volume switch on the amplifier to increase or decrease volume as required. Your volume on your laptop should be set to 50%.
- When the show/event is over, please return the screen to the UP position and reset the switch to OFF
- For the projector, first switch off using the remote control allowing at least a minute for the lamp to cool before switching off its mains switch on the wall
- Turn off amplifier using the Master power switch.

## 10 Instructions for using the dishwasher

### Washing

- **Turn on the dishwasher as soon as you arrive. It takes at least 30 minutes to heat up completely.** Switch it on at the mains (plug is located near the hatch) and depress the left hand button on the machine until you hear it filling.
- The dishwasher has its own supply of detergent and salt. There is no need to add anything.
- Wait for the temperature to reach above 80° before using (shown by the digital numbers on the right hand side). Right hand number is wash temperature and left hand number is rinse temperature. P1, P2 and P3 are the wash programmes.
- When ready load dirty crocks onto one of the trays located above the dishwasher, open door and place inside. Caution – loaded trays are heavy. For cutlery use the baskets by the sink, on one of the trays with no crockery prongs.
- Programme P2 (90 seconds) is recommended for light soil dishes eg cups and saucers
- Programme P3 (180 seconds) is recommended for dirtier dishes. Please remove excess food debris before loading.
- The cycle is complete when the light on the P button you have used goes out. Remove tray and place on draining board as it will drip as it continues to dry

### Emptying

- **When you have finished using it the machine needs to be emptied of water**
- Take out the front right hand square section of the mesh filter tray and take out the filter and the plunger located below
- With the door open, press P1 to start emptying the water
- Keep the button pressed until you hear it emptying and you can then release the button
- When emptying is complete please lift up the other mesh plates and wipe inside and rinse filter/plunger. Replace all and close.
- Turn off machine with left hand button and at the wall.

## **11 What to do on leaving the hall**

- Please make sure you have emptied and switched off the dishwasher and urn and switched off the cooker, if you have used either.
- Make sure you have switched off any AV equipment you have used
- Please ensure that all lights are switched off especially in the toilets
- Switch off the outside lights with the switch to the right of the door, and push the round knob which will light the pathway
- All waste bins must be emptied including bins in toilets please. Rubbish bags should be placed in the large yellow bin at the rear of the hall
- ALL FOOD WASTE must be kept separate and taken away from the hall with you. DO NOT put food waste in the general bin
- If you are locking up the hall, please ensure that the key is returned to the key safe and the lock scrambled
- **If you are leaving the hall late at night, please do so with consideration for our neighbours**



## 12 Conditions of Hire

The parties to any hiring of Chipperfield Village Hall are:

- 1) The Village Hall acting by its Management Committee (“we/us/our”); and
- 2) An individual hirer or, where the hirer is an organisation, the authorised representative (“you/your”).

### **Booking**

1. For occasional/private hirers, to secure a booking, you should complete and return the booking form to the Booking Secretary. Once the Booking Secretary has received and reviewed your completed form, they will confirm your booking and issue an invoice, whereupon full payment of the hire fees is required.
2. For regular/group bookings (e.g. village organisations, regular private hires), your series of bookings will be confirmed in advance by the Booking Secretary and entered into the calendar. You will be invoiced regularly and expected to pay in the timescale quoted in the invoice.
3. If you wish to cancel a booking before the date of the event, the question of repayment of part or all of the hire fee and any deposit shall be at the discretion of the Management Committee. The Management Committee reserves the right in all cases to retain £10 from any repayment to cover the administrative cost of returning the hire fee to you. However, if you cancel less than 72 hours before the date of your event then the whole booking fee is automatically forfeited.
4. We will not allow hiring of the hall for 18<sup>th</sup> or 21<sup>st</sup> birthday parties and we reserve the right not to agree to hire the hall for other events, at our discretion.
5. We reserve the right to cancel any hiring in the event of the hall being required for use as a polling station for a Parliamentary or local election or by-election or referendum; or if for any reason the premises become unfit for your intended use. In this case you will be entitled to a full refund of any monies paid.

### **Your Event**

6. You, or a responsible person nominated by the hirer whose name has been given on the Booking Form, shall be present and in charge of the premises at all times during the hire period.
7. **No smoking, vaping or use of e-cigarettes in any parts of the building at any time.**
8. The hall is first and foremost a do-it-yourself venue. If you haven’t hired anybody to decorate, set up or take down the hall, you do it yourself. Please include the set up and clearing up time in your hire period. Any hired-in equipment must be delivered during your paid for hire period.
9. You may bring to the hall equipment that you deem necessary and which is not provided by the hall. Any electrical equipment or other appliances brought to the hall and used during the period of the hire should be in good working order and should have undergone portable appliance testing (PAT). You must not bring into the hall or use any unauthorised heating or cooling appliances without our consent. Any items of equipment such as laptops, projectors or sound equipment brought into the hall in this way are at the owner's risk, and we accept no responsibility for any damage to such items, howsoever caused.
10. If you are preparing, serving or selling food, you must observe all relevant food and hygiene legislation and regulations.
11. If you wish to use the audio visual and/or projector systems, you may request a demonstration from the Caretaker. We ask that only competent persons play the piano.
12. No animals and no dogs (except assistance dogs) shall be brought into the hall without our prior consent.
13. You must ensure that the minimum of noise is made on arrival and departure from your event and use your best endeavours to avoid disturbing the hall’s neighbours. In particular you should ensure that visitors park considerately and avoid blocking other vehicles in. All music must be turned off completely by 23.00hrs at the latest and the premises must be vacated by 23.30. Any deposit (see below) may not be returned if undue noise or other disturbances are caused by your

event, especially if complaints are received from third parties. Chipperfield Village Hall operates a zero tolerance policy towards drugs and anti social behaviour of any kind. In the event that any Management Committee members have to be called out to deal with any problems caused by you/your event, then extra charges may be made.

14. If you are using a bouncy castle or other land-based inflatable, please refer to HSE guidance on the safe use of play inflatables at <https://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>. You must ensure the equipment is supervised by responsible adults at all times when in use or inflated. Inflatables must be firmly anchored with each anchor point clearly marked and wrapped to prevent injury and soft matting provided in each location to prevent injuries arising from falling from the inflatables. No inflatables shall be used by those aged 2 and under. You may not use trampolines.

15. Posters, banners, or placards are not to be affixed to walls, fixtures or fabrics so as to cause any damage and must not obstruct gangways, exits or entrances. No bolts, screws, nails or tacks shall be driven into any part of the premises. The painted wooden board around the hall may be used eg with Blu-tak, providing the paintwork is not damaged.

16. You must leave the premises in a clean and serviceable state, with all furniture, appliances, crockery and cutlery clean and returned to their original positions. Note in particular that any chairs you have used must be returned to the stage at the end of your event. Non-compliance may result in extra charges or loss of damage/cleaning deposit.

### **Your Responsibilities**

17. At the beginning of the hire, you must familiarise yourself with the location and operating instructions of all fire-fighting equipment. You must ensure that all fire doors are closed, not wedged open; that no exits are blocked during the hire period; and that all users of the hall are also familiar with fire safety arrangements, including the location of emergency exits and of fire-fighting equipment. You should call the Fire Brigade to any outbreak of fire however slight, and give details to the Bookings Secretary. The approach road to the hall must be kept free of all vehicles to allow access in the event of an emergency.

18. The hall has basic first aid kits in each kitchen for use in the event of an accident or personal injury and you should inform the Bookings Secretary of any accident and record the details of any accident in the Accident Report book located in the main kitchen. Should you notice anything broken or missing, or have any comments about items in the hall, you can leave us a note in the notebook located in the lobby.

19. During the period of the hiring, you are responsible for the supervision of the premises, the fabric and contents, their care, safety from damage however slight or change of any sort, and the safety, control and behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. You will be responsible for undertaking any risk assessments that are required to ensure the safety and protection of those using the hall during the period of hire.

20. You are responsible, at the end of the hiring, for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless otherwise directed by us; and with any contents temporarily removed from their usual positions properly replaced (chairs, tables etc) otherwise we may make an additional charge. You must ensure all taps are turned off. The large bin outside is for all general rubbish except **FOOD WASTE**. All **FOOD WASTE** must be taken away from the hall. On **no account** are nappies to be left in any of the internal bins.

21. You shall indemnify us for the cost of repair or replacement for any damage done to any part of the property or contents which occurred during the period of hire including but not limited to curtains, chairs etc.

22. You shall indemnify us against all claims, demands, actions or proceedings in respect of death or injury of any person or loss of or damage to property which occurred during the period of the hire or arising out of the hiring, unless caused directly by the negligence of the committee, its agents or servants.

23. You may not use the premises for any purpose other than that described on the Booking Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way. You must not bring in or use explosive or flammable substances including candles (except those designed for use on cakes) or any oil, electric, gas, LPG or other appliance anywhere on the premises. You are not to erect any decorations of a combustible nature nor use fireworks or bonfires. Generally, you must not bring anything to the hall which may endanger or render invalid any insurance policies in respect of the premises.

24. You must comply with all regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise. You are responsible for any licences needed for the sale or supply of alcohol and food and for the observance of the same. If you are proposing to **sell** alcoholic drinks, you must first obtain a Temporary Event Notice from Dacorum Borough Council. The hall does not have a TV licence. The Hall does hold a licence that covers both the performance of live music and the playing of recorded music on the premises. The licence incorporates charges levied by Phonographic Performance Limited and the Performing Rights Society (now known as PPL PRS Ltd) on behalf of songwriters, composers, publishers, record companies and performers. If you are in any doubt, though, you should take your own advice on all aspects of licensing.

25. You must ensure that nothing is done on, or in relation to, the premises in contravention of the laws relating to gambling, betting, and lotteries.

26. You should ensure that the provisions of all relevant legislation relating to children including the Children's Act 1989, the Children's Act 2004 and the Safeguarding Vulnerable Groups Act 2006 are strictly observed in relation to all persons supervising children and children's activities on the premises. It is also your responsibility to have your own safeguarding policy and to comply with good practice regarding the safeguarding of children and vulnerable adults if that is appropriate. You should also ensure that relevant provisions of the Equality Act 2010 are observed.

### **Damage**

27. The Management Committee or its representative may at their discretion require a damage/cleaning deposit to be paid in advance. You will be informed at the time of booking if this is required and the amount. The deposit is to be paid at the time of payment of the hire charges. This deposit will be refunded in full after the event if no damage or extra cleaning work is required after the event and the terms of the letting have been observed.

28. Additionally, further charges may be levied, if necessary, if excessive damage is done or additional work or cleaning needed which is not covered by any damage/cleaning deposit. You should be aware that the hall is checked several times a week, especially after an event to check on cleanliness and damage.

### **General**

29. If you are in any doubt as to the meaning of any of the above conditions of hire, please contact the hall Booking Secretary for clarification. Details can be found on the Booking Form.

Hirer's Name:

Hirer's Signature:

Date: