



Somerleyton Village Hall

Notes for Hirers

To hire Somerleyton Village Hall please contact:

Claire Pegg

1 Whitehouse Farm

St Olaves Road

Herringfleet

Tel: 01502 453067

Email: bookings@sca2004.org.uk

- **Hire charges** are: £7 per hour (or part thereof).
- **Facilities** available for hire are the main hall, the kitchen, lobby and toilets with parking for approximately 6 cars on the forecourt. Wheelchair access is available – please ask the Caretaker for further details. The premises are insured for a maximum number of people of: 100 people (seated only) or 80 people (if using tables and chairs).
- **Lighting/ Heating** - Please note the following:
 - The main hall lights** are on 2 circuits and the switches for them are adjacent to the door to the kitchen at the far end of the hall. To enable your entry to and exit from the hall to be illuminated some of the lights are on a two-way switch located near the main doors to the hall.
 - The main hall heaters** are switched on in the lobby to the Gents' toilet. There is a plan to assist in switching only the heaters you need.
 - The panel heaters** in the kitchen and the Ladies' toilet are switched on and off at the wall alongside the heaters.
 - The outside light** works on a movement sensor during darkness. There is an override switch to leave it on permanently on the 4-switch unit in the entrance lobby.
 - Fire exit lights** should be switched on with the conventional switch in the lobby to the Gents' toilet (labelled Emergency Lights) whenever the building is occupied. (The key-operated switch is for maintenance purposes only).
 - The water heaters for the sink taps (including the kitchen)** should be switched off when not in use.

Please ensure that everything is switched off before leaving the building.

- **Tables and chairs** are in the storage room in the lobby. Please refer to the storage plan on the back of the door.
- **Crockery** is in the kitchen in the cupboards marked 'For General Use'.
- **Hot water for drinks** is supplied from an electric urn.
- **Cleaning items** are stored in the open cupboard to the left of the cooker.
- There is a **First Aid** box in a modern green box located on top of the cupboard to the right of the kitchen window.
- **Emergency exits** are from the kitchen and from double doors in the main hall. The double doors at the side of the Hall can be opened for ventilation – please be aware of the play surface here, (no stilettos or sharp heeled shoes and No smoking). Please ensure bolts on all fire exits doors remain open, including the bolts on the gate into the play area at the rear of the Hall.
- **Smoking** is not allowed on any part of the Village Hall premises, with the exception of the forecourt.

Note: Somerleyton Community Association anticipate that upon leaving the Village Hall you will leave it as clean and tidy as when you entered. If the Hall is left in an unfit state for the next hirer, you will be billed for extra cleaning costs. Hirers will be asked to pay for any damage caused.