



## **BURGHFIELD VILLAGE HALL**

# **USER'S GUIDE**

**September 2021**

## Contents Page:

<u>Table of Contents:</u>	<u>Page No.</u>
Welcome	2
Location	2
Booking Burghfield Village Hall	3
Wi-Fi	3
Car Park	3
Door Entry System	3
Preparing for an Event	4
Before an Event	4
After an Event	5
Inventory	5
Emergencies & Accidents	5
Electrical Problems	6
Breakages/Damage/Faults	6
Health & Safety	7
Risk Assessment	7
Fire Safety	7
Summary of Facilities	8
Main Hall	8
Longton Hall	8
West Wing	9
Hipwell Room	9
Rubbish	9
Toilets	10
Dishwasher	10
Projector	10
Hearing Loop System	10
Lost Property	10
User Feedback	10

# Welcome to Burghfield Village Hall

This guide gives detailed information about all aspects of the hall which hirers should be aware of when planning and conducting their event and clearing up afterwards. It should be read in conjunction with the following documents, all of which can be found on the parish council website [www.burghfieldparishcouncil.gov.uk](http://www.burghfieldparishcouncil.gov.uk)

- **Terms and Conditions of Hire**
- **Special Covid Conditions of Hire 2021**
- **Price Schedule**
- **Hirers Risk Assessment**
- **Hirers Privacy Notice 2021**
- **Risk Assessment 2021**
- **Inventory for each hall**
- **Interactive Guided tour of the hall**

## Location

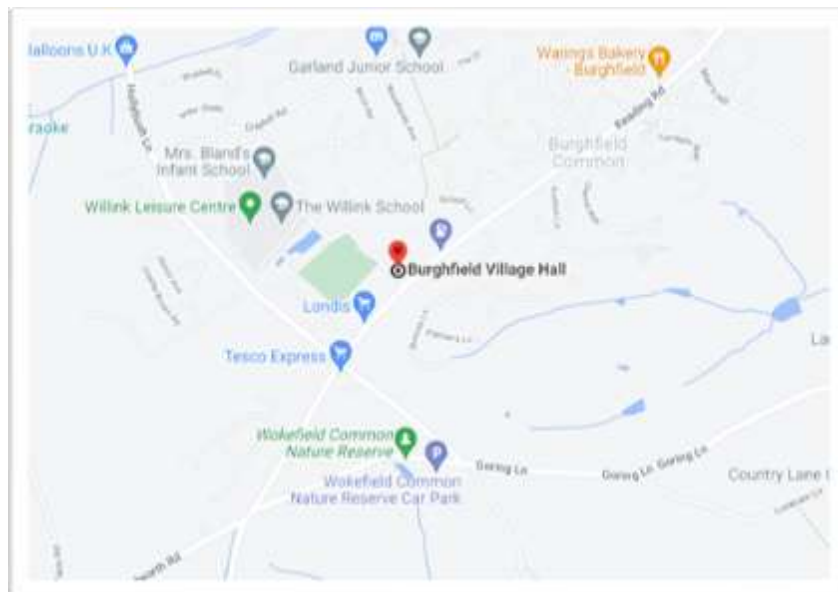
Burghfield Village Hall  
Recreation Road  
Burghfield  
Berkshire  
RG7 3EN

Tel: 0118 983 1748

What3words: sleepy.tent.lied

Grid Reference: SU 65160 66759

## Location Map



# Booking Burghfield Village Hall

Details for booking the village hall can be found on the parish council website along with the Terms and Conditions of Hire and the Schedule of Charges. Refundable deposits are required for weekend evening party bookings to cover possible damage and loss and are payable in advance. Late cancellation of an event could incur cancellation charges if the facilities requested cannot be rehired to another user. The use of facilities and equipment in the hall relevant to the room(s) hired is free, unless listed specifically in the Schedule of Charges.

All initial booking enquiries should be directed to Burghfield Parish Council via email at [villagehall@burghfieldparishcouncil.gov.uk](mailto:villagehall@burghfieldparishcouncil.gov.uk) or via telephone on **0118 9831748** where a member of staff will be able to advise of availability and provide any help or assistance if required.

## Wifi:

Wi-Fi: Burghfield Village Hall  
Password: BVHguest

## Car Park

Parking is available for 28 cars immediately to the front of the building with 2 designated disabled bays. The outside of the village hall is lit during the hours of darkness by a combination of light and motion sensor- operated lights. All vehicles parked at the village hall are done so at the owner's risk. The parish council cannot accept any liability for loss, damage or theft.

## Paxton Door Entry System

Each hirer is issued with a code that is unique to them which must not be shared with a third party. Please note the code enables access to the room for the specified hire period only.

- The outer door is opened by pressing the disabled button on the wall outside
- Please note that Exit is also provided by the disabled button
- Once in the foyer, please use the Paxton intercom system as below:



### To gain entry - Hirer

- Press # followed by your unique code. This will open the internal door
- Repeat above process and enter code on the panel to the room being hired
- Please ensure people attending your session are aware of the entry process
- Do not issue the code to individuals – only the hirer is to access the code



### To gain Entry - Individual attending a session

- The outer door is opened by pressing the disabled button on the outer wall
- Please use the arrow keys on the keypad to select the room requiring access
- Once selected, please press the **GREEN BELL** to call the room
- The hirer is to provide entry to individuals

#### Please note:

Upon exiting the building will secure itself and no further entry can be gained after the allocated time slot.

## Preparing for an Event

- The hirer must be present during the period of hire to ensure the Terms and Conditions of Hire are observed.
- The hirer is responsible for the security, safe operation and condition of the hall and its contents, the behavior of all persons present during the hire period and supervision of the car parking arrangements.
- Should there be concurrent users in the hall, hirers are encouraged to make themselves known to each other in the interests of co-operation and security of the building.

## Before an Event

Prior to an event the hirer should have made themselves familiar with the Terms and Condition of Hire and the User's Guide. Any queries should be raised prior to the event. The hirer should also have assessed the risks associated with activities at the event and planned how to reduce them to an acceptable level.

The hirer should ensure the following has taken place **prior** to arrival at the hall and in preparation of an event:

- They have their unique code
- They have reviewed the Village Hall User's Guide online – [www.burghfieldparishcouncil.gov.uk](http://www.burghfieldparishcouncil.gov.uk) (a hard copy is also available in the kitchen areas).
- They have familiarised themselves with the layout of the hall, rooms and facilities available, the layout of the fire equipment and emergency exits and what to do in an emergency. (All of this information is in the User's Guide).
- The air conditioning/heating controllers in the main hall, Longton Hall and West Wing are on the wall and adjustable by the hirer with the temperature being controlled manually by using the arrow keys. It **must be switched off by the hirer** at the end of the hire period.
- To exit any of the rooms the **GREEN PUSH TO EXIT** button needs depressing

**Please note:** The air conditioning/heating system circulates air within the room and does not draw from outside. Government Guidelines currently advise fresh air ventilation to discourage the spread of Covid. We therefore do not recommend the use of the air conditioning but to open the windows for more air flow within the room. Please ensure all windows are securely closed at the end of your hire period.

## After an Event

The hirer is responsible for leaving the premises clean and tidy. All equipment and furniture must be checked, cleaned as appropriate and put away. Lights and taps must be turned off and the premises secured before departure.

Cleaning materials are available in each of the kitchens, under the sink. Other cleaning equipment is available in the rear corridor cleaning cupboard adjacent to the unisex toilets.

- Table surfaces wiped down with a clean damp cloth and tables put away where they were found.
- Chairs brushed/wiped down as required, carefully restacked, and put away where they were found.
- Water Urn switched off.
- Oven and hob wiped down (if used).
- Work surfaces in the kitchen wiped down.
- Food and drink removed from the fridge and any spillages wiped up.
- All cutlery, crockery and kitchen utensils washed, dried, and put away where they were found.
- Carpeted areas vacuumed if dirty.
- Wooden floors swept. If the floors are sticky with drink and food, they must be wiped over with the Bona Floor Mop **ONLY**
- All general waste bagged up in the bags provided and taken out to the Grundon at the rear of the hall, accessed via the back door in the back corridor. The hirer should take all recyclable materials away with them as there is no provision for their disposal at the hall. If large amounts of waste are expected, then separate arrangements should be made prior to the commencement of hire.
- All emergency exit doors, windows and entrance doors checked to ensure they are closed and secure.
- Return the User's Guide folder to the kitchen.
- Write details of any incidents in the Feedback Book in the kitchen.
- Report any breakages, damage, or problems to the parish council at the first opportunity.

## Inventory

The inventory for each room, including the various kitchens, can be viewed via the parish council website [www.burghfieldparishcouncil.gov.uk](http://www.burghfieldparishcouncil.gov.uk). If additional furniture is required in a particular room, then this must be discussed and agreed before the event. Chairs and tables for the main hall are stored on trolleys within the storeroom off the main hall.

# Emergencies & Accidents

## General

As the village hall is not staffed during hire periods the hirer is responsible for taking any necessary action in the event of an emergency or accident. They are also responsible for ensuring all persons are efficiently and safely evacuated from the premises if required. At the start of the event the hirer is responsible for briefing all persons present on the fire safety procedures.

## Electrical Problems

Should there be a power cut, or if the main electrical breaker trips, the emergency lighting system will automatically be activated throughout the building. The emergency lights will stay on for approximately 3 hours, or until power is restored to the building. They will provide sufficient light to evacuate the building if required. The main electrical supply switch and electrical breaker panel are mounted on the wall in the storeroom. All breakers have a circuit description written alongside them and if a particular circuit has tripped the reason must be investigated before trying to reset the breaker. The village hall electrical system has been recently overhauled and meets the latest standards. If problems persist after any hirer-supplied electrical appliances have been disconnected and the breaker reset, the parish council should be contacted.

## Water Leak

Should a leak or other water-related problem occur then the mains water supply to the hall should be turned off at the stop cock mounted halfway up the wall in the main foyer area, next to the Disabled toilet. The parish council should then be contacted.

## Accidents

Should an accident occur then the hirer is responsible for ensuring all possible assistance is given to the injured party. A comprehensive first aid kit is available in each of the kitchen areas. If required, the appropriate emergency services should be called. Address details for the hall are given on Page 1. The nearest accident and emergency unit is the Royal Berkshire Hospital, London Road, Reading, RG1 5AN. In all cases of accident or injury on village hall premises, the accident book in the kitchen area must be completed to meet the requirements of the Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR). Any accident should be reported to the Parish Council as soon as possible.

## Breakages/Damage/Faults

Should breakages, damage or faults occur during the period of hire then these should be recorded in the Feedback Book in the kitchen and reported to the Parish Council. Appropriate temporary action should be taken during the period of hire to make the area/item safe.

# Health & Safety

## General

The responsibility for the safe condition, maintenance and use of the hall and its facilities lies with the Management Committee. The hall and its policies and procedures comply fully with the Health and Safety at Work Act 1974 including the completion of a regular risk assessment and implementation of resulting recommendations, completion of all mandatory inspections and staff training/briefing.

However, the hall is not permanently manned by staff or officials during hirer events and it is the absolute responsibility of the hirer to ensure that high standards of health and safety continue to be met when the hall is hired. This includes: the assessment and mitigation of risk for the activities undertaken during the hiring; the safe use of equipment brought onto the premises; proper supervision of people attending the event and activities being carried out at the event; and full awareness of what to do in the event of an emergency.

## Risk Assessment

A simple risk assessment should be undertaken by the hirer prior to all events. This does not need necessarily to be written down but should in its simplest form:

- Identify all the activities taking place (including setting up and clearing away).
- Identify possible hazards.
- Decide who might be harmed, and how.
- For each hazard evaluate the chance of harm being done.
- Review planned precautions and adjust these or the underlying activities to reduce risk
- Ensure all supervisory personnel at the event and those participating are briefed on potential hazards and emergency procedures.

## Fire Safety

The hall meets all mandated fire safety requirements and is fully equipped with firefighting equipment, fire alarm, emergency lighting system and emergency exits. Upon discovering a fire all occupants are to evacuate the hall as quickly as possible and assemble in the Village Hall Car Park. Persons may attempt to tackle the fire with the equipment provided in the hall if they can do so without putting themselves or others in danger. The fire brigade should be called in the event of any fire, however small, and the parish council informed. The hirer is responsible for assembling the persons attending their event in the car park and ensuring they are accounted for, and any medical support provided. At the end of the incident, full details should be recorded in the Feedback Book in the kitchen.

## Fire Safety Briefing

The hirer is responsible for briefing all persons present at their event on fire safety procedures and what to do in the event of an emergency, as follows:

- No smoking or vaping is allowed in any part of the building. Smoking is permitted outside the front and rear entrances and cigarette ends should be placed in the receptacles provided.
- The action to be taken in event of a fire (as above and as published on the notices by each fire extinguisher).
- The location of the emergency exits in the room(s) being used.
- The emergency assembly point in the car park.



# Summary of Facilities

## Main Hall

- The main hall is approx. 13.7m x 8.5m with a sealed wooden floor.
- The main hall can accommodate 80 seated and 120 standing
- 15 trestle tables with 90 chairs
- 10 plug sockets
- Light switches are on the left side of the door as you enter
- The air conditioning/heating controller is on the wall on the righthand side. The temperature is controlled by using the arrows. Please ensure the system is switched off at the end of your hire period.
- Tables and chairs are stored in the storeroom on the right-hand side of the hall as you enter the hall.
- A projector and screen are available for your use. The remote controls are kept in the kitchen drawer and must be returned upon the end of your hire period. (*Connection is via a HDMI outlet plug on the wall*)
- Window blackout blinds are fitted

## Kitchen

- The counter-top water urns (x2) provide boiling water for drinks. Please note this can take up to 20 minutes to warm up.
- 2 double ovens, 5 ring hob, microwave, toaster, fridge, dishwasher, kettle (please ensure they are switched off at the end of the hire period)
- 50 cups & saucers, 54 mugs, 8 cafetieres, 8 water jugs, 9 teapots, 8 milk jugs, 20 glass tumblers, 24 wine glasses, 50 dinner plates, 50 side plates, 12 serving bowls, 50 piece cutlery set, 12 serving spoons
- There are extra tea cloths in the drawers.
- Please ensure everything is clean and returned to the correct place after use.
- The Cooker requires switching on at the wall by the main red switch.
- Instructions for the dishwasher are at the rear of this guide. (Dishwasher tablets, rinse aid and salt are available for use in the cupboard under the sink)
- Please rinse off all plates before putting in the dishwasher.
- There is a small fridge available for use. Please ensure all items are removed at the end of your hire period.

## Longton Hall

- The Longton hall is approx. 6.4m x 5.34m with a sealed wooden floor.
- The Longton Hall can accommodate 36 people seated
- 6 trestle tables and 36 chairs are provided
- 2 plug sockets
- There is an emergency exit in the room and access to a small kitchen  
It can be booked separately for small functions or booked as an annex/additional space to the main hall
- Light switches are on the far wall near to the fire exit.
- The air conditioning/heating controller is on the wall on the righthand side as you enter. The temperature is controlled by using the arrows. Please ensure the system is switched off at the end of your hire period.
- Tables and chairs are stored in the trolley on the left-hand side as you enter the hall
- A projector and screen are available for your use. The remote controls are kept in the kitchen drawer and must be returned upon the end of your hire period. (*Connection is via a HDMI outlet plug on the wall*)
- Window blackout blinds are fitted

## Kitchen/Tea Point

- 30 Mugs, 20 cups & saucers, 20 glasses, 20 dinner plates, 20 side plates and 24 piece cutlery
- 6 serving bowls, 2 tea pots, 2 milk jugs, 4 water jugs

- There are extra tea cloths in the drawers.
- Please ensure everything is clean and returned to the correct place after use.
- The Cooker requires switching on at the wall by the main red switch prior to use.
- A kettle and microwave are available for use. Please ensure they are switched off at the end of the hire period
- There is a small fridge available for use. Please ensure all items are removed at the end of your hire period

### **West Wing Committee Room**

- The committee room is approx. 6m x 4.4m, fully carpeted room and used as a separate meeting room.
- Boardroom style for 12 with 6 additional chairs
- Secure door entry system
- There is an emergency exit and direct door access to the rear of the property.
- Window blinds are fitted.
- Light switches are on the right as you enter the room.
- The air conditioning/heating controller is on the wall on the righthand side as you enter. The temperature is controlled by using the arrows. Please ensure the system is switched off at the end of your hire period.
- A projector and screen are available for your use. The remote controls are kept in the kitchen drawer and must be returned upon the end of your hire period. (*Connection is via a HDMI outlet plug on the wall*)

### **Kitchen**

- 30 mugs, 40 cups & saucers, 3 tea pots, 2 cafetieres, 3 milk jugs, 4 water jugs, 20 glasses, 20 dinner plates, 20 side plates, 6 serving bowls and 24-piece cutlery set.
- There are extra tea cloths in the drawers.
- Please ensure everything is clean and returned to the correct place after use.
- The Cooker requires switching on at the wall by the main red switch prior to use.
- Microwave, kettle, toaster, oven, and coffee machine are available for use. Please ensure they are switched off at the end of the hire period.
- There is a small fridge. Please ensure all items are removed at the end of your hire period

### **Hipwell Room**

- The Hipwell room measures approx. 3.2m x 2.2m comfortably seating 6.
- Light switches are on the left as you enter the room.
- The heater panel on the far wall can be adjusted by using the + or – keys.
- Window blinds are fitted.

### **Rubbish**

- Please use the Grundon at the rear of the hall, accessed via the back corridor door. Please ensure the door is secure at the end of your hire period.
- We do not have the facility to recycle cardboard or bottles so please take them away for recycling. If your rubbish will not fit in the bin, please take any surplus away.
- Bin bags left outside the bin attract vermin and you will be asked to return to remove them, or charges will be applied for their removal.

## Toilets

- The men's and ladies' toilets are in the main foyer area
- Two additional unisex toilets are provided in the rear corridor by the Longton Hall
- The toilets are equipped with paper towel dispensers.
- All appropriate consumables are provided.
- Illumination to both cloakrooms and toilets is provided by automatic sensor light units which are triggered by movement. They turn off automatically if no movement is detected.
- The disabled toilet is in the main foyer lobby and provides full facilities for the disabled. It is fitted with an audible assistance alarm which can be reset from the rear lobby. It is also fitted with a wall-mounted baby changing station.

All furniture may be wiped with a clean damp cloth, but care must be exercised when wiping down upholstered chairs such that they do not become saturated. **FURNITURE MUST NOT BE TAKEN OUTSIDE THE BUILDING.**

## Dishwasher

- Dishwasher tablets can be found under the kitchen sink.
- To switch on use the on/off button on the left-hand side
- Turn the main dial to the preferred program
- Push the button in and the machine will start
- The time remaining will be highlighted in red on the LED panel on the right-hand side of the machine

## Projector

- Remote controllers for the projector are in the bottom drawer in the kitchen area
- Please switch on using the red standby/on button on the top left-hand side of the remote controller
- Please ensure the source/input is set to HDMI (*Connection is via a HDMI outlet plug on the wall*)
- To operate the screen please point the remote at the top left-hand corner of the screen and hold the down button down – the screen will start to drop down

## Hearing Loop System

There is a hearing induction loop fitted in the main hall and West Wing.

## Lost Property

Any personal property left inadvertently in the hall after an event will be stored for one month only. The parish council will endeavor to inform the hirer of found property as soon as possible if it is clear which event the item originated from, although it is primarily the responsibility of the hirer to contact the parish council to enquire about any property believed lost. The parish council takes no responsibility for the safe keeping of lost property although it will do its best to ensure items remain secure and available for at least one month. After that time the committee reserves the right to dispose of property as it deems fit.

## User Feedback

User feedback is important to the village hall. We want hirers to have a good experience using our facilities and encourage feedback, whether good or bad, and suggestions as to improvements that could be made to the village hall and/or our systems. Comments can be submitted through the enquiry form on the parish council website or by email directly via [villagehall@burghfieldparishcouncil.gov.uk](mailto:villagehall@burghfieldparishcouncil.gov.uk)

**Thank you for using our village hall.  
Your co-operation and support are much appreciated**