

FIRE & EMERGENCY

1. THE PERSON DISCOVERING A FIRE SHALL IMMEDIATELY GIVE THE ALARM BY SHOUTING “FIRE, FIRE, FIRE” AND ALL PERSONNEL MUST VACATE THE HALL IMMEDIATELY AND ASSEMBLE IN A SAFE AREA ON THE OPPOSITE SIDE OF THE ROAD WELL AWAY FROM THE BUILDING. YOU SHOULD NOT STOP TO COLLECT PERSONAL BELONGINGS.
2. TELEPHONE THE FIRE BRIGADE BY DAILING 999 AND ASK FOR THE FIRE BRIGADE.
3. THE EXACT LOCATION OF THE HALL IS SG8 5QN, 36 HIGH STREET, ORWELL. THE *WHAT THREE WORDS* LOCATION IS: ENJOYABLE.SLACK.TRAILING
4. IF THE FIRE IS MINOR AND YOU FEEL CONFIDENT AND IT’S SAFE TO DO SO, TACKLE THE FIRE WITH THE FIREFIGHTING EQUIPMENT AVAILABLE, **DO NOT ENDANGER YOUR OWN OR OTHERS’ SAFETY**
5. DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE BRIGADE GIVE THE ALL CLEAR.
6. WHEN PRACTICAL, CONTACT ONE OF THE FOLLOWING:
 - a. SECRETARY – 07956 509624
 - b. CHAIRMAN – 07770 902001

ORWELL VILLAGE HALL

Guide for Hirers – Familiarisation Manual

Introduction

This guide is provided to give guidance to hirers in the use of the hall and its facilities. It is the responsibility of all hirers to ensure they are familiar with the processes and use of any facilities that they wish to take advantage of during their hire. They must ensure these facilities are used correctly and left in a fully serviceable condition and to report any problems encountered directly to the Orwell Village Hall Committee (OVHC), details of which are provided herein.

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1 Doors and Windows.

The key to open the front door is kept in a key safe. The access code for the key safe will be provided with your booking.

If you are hiring the Committee Room you can access it via the side emergency door. The access code will be provided with your booking.

The doors must be locked as the hall is vacated, the key returned to the key safe and the code scrambled. If using the side door for access to the Committee Room, please ensure that it is secured after use. All windows must be closed and secured before departure. Please be considerate of neighbours when opening windows if your event involves noise.

2 Tables and Chairs

2.1 Chairs

Please use the wheeling frame provided to move chairs from point to point. This request is both to avoid heavy lifting and to protect the floor. The frame should be wheeled under the stack of chairs from the back, a foot placed against the axle to prevent it rolling back, and then tilted to a

comfortable wheeling position. To unload, tilt the stack forward until it stands on the floor then withdraw the frame. Please do not stack chairs more than six high either on the trolley or in the corner where they are stored. Please return chairs to the corner where they are stored or where you found them unless requested to do otherwise.

2.2 Tables

Long and shorter tables are provided. All are lightweight and fold. Please wipe them clean after use and return them to where you found them. Please be careful not to damage the floor with the metal edges of the tables. With the table laid face down on the floor or stage, the legs can be raised at each end and locked into place. Then the table can be turned upright. Putting them down is the reverse process but two hands may be necessary to pull the locking bar out to allow the legs to fold down. Putting tables up and out is best done by two people.

3 Lighting

When you leave, please ensure that all lights are switched off.

In the Committee Room; toilet, storeroom and main Committee Room.

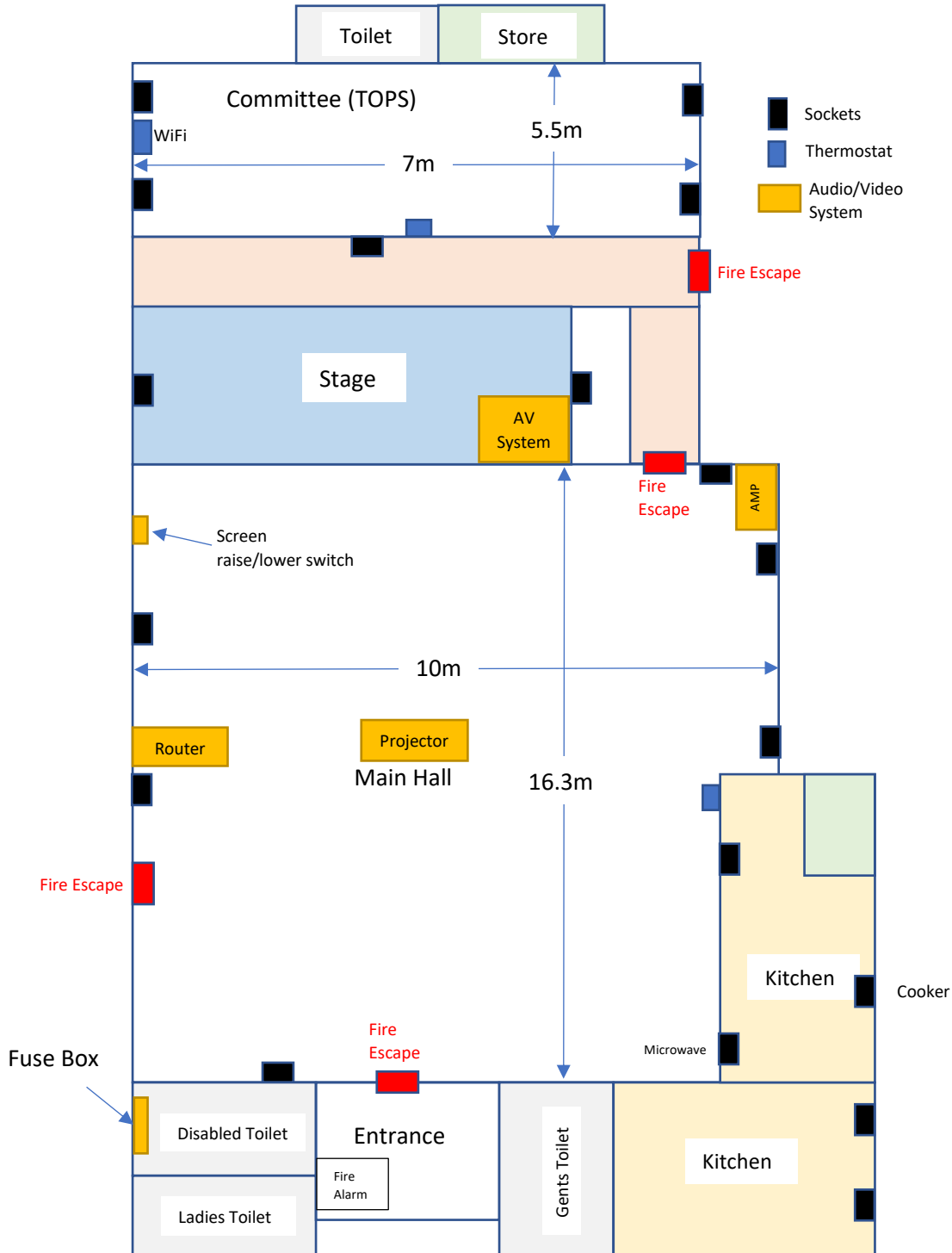
The connecting corridor and all the stage lights.

Kitchen lights and all lights in the main hall.

The gents, the ladies and the disabled toilet and the entrance lobby.

4 Village Hall Plan

The plan shows the location of power sockets, main fuse box, thermostats and also shows where the audio/video equipment is sited.



5 Heating

The heating is pre-set and the only control that should be needed is the thermostat on the wall near the kitchen hatch for the main hall and the thermostat on the Committee Room wall for that room.

They should always be returned to 10 when leaving, or as soon as the hall reaches a comfortable level.

Please do not run the heating with any doors or windows open. Heating fuel is a major cost in running the hall and economical use helps to keep the hire rates at a reasonable level.

6 Cleaning and Clearing

6.1 Main Hall

Hirers are required to leave the hall in a clean and tidy state.

Please wipe the tables and replace them where found and clear any waste from the hall to the outside bins alongside the hall.

6.2 Kitchen

A water boiler is provided for making tea and coffee. It should be switched on to heat up 15 minutes before it is required. Please switch it off before leaving. If any crockery or glass has been used in the kitchen, please wash them and return them to the cupboards. If the hotplates or the oven have been used, please ensure that they are left clean and are switched off before leaving. Please wipe down all surfaces, close the serving hatch shutter and put the lights off before leaving. Heating and lighting should be dealt with as shown in those sections of this folder.

7 Kitchen

7.1 Cooker

Switch on and off at the wall before and after use.

Please Note - The oven will not work unless the TIMER is set as a clock. To function as a Grill the upper oven door must be open. If the door is closed while grilling it becomes an oven and continues working. The Hob is fragile, should not be used as a work surface and is susceptible to scratching by sharp edges. Aluminium pans will damage the ceramic surface and only pans with machined bottoms should be used.

Controls.

There are three controls either side of the timer display.

From LEFT to RIGHT they are:

Lower Oven Control has a black dot in the centre.

Back left Hob Control has an 'o' in the centre.

Front left Hob Control has an 'o' in the centre.

TIMER

Front right Hob Control has an 'o' in the centre.

Back right Hob Control has an 'o' in the centre.

Grill and Upper Oven Control has a black dot in the centre.

Lights.

There are three lights to the left of the controls.

From top to bottom they are:

Top One or more of the hobs are on.

Middle The top oven or grill is on.

Bottom The bottom oven is on.

A red light on the hob WARNS that the hob is hot even if switched off.

Oven

To use the oven Switch, on at the Mains. The Hotplate Rings will now work.

To use the Oven press the middle button which is the clock.

It is the responsibility of hirers using the kitchen to determine whether it is necessary for someone holding a Hygiene Certificate needs to be present given the nature of the event.

The kitchen is equipped with two sinks, an oven with hotplates, a microwave, and some crockery and cutlery.

Water Boiler

The 7 litre hot water wall boiler will take about 15 minutes to come to the boil.

1 Switch on at the wall.

2 Switch on at the boiler. Touch screen power 'button' top left-hand corner. Keep finger on the 'button' until green light comes on.

3 To draw water either:

push the tap toward the machine and hold or;

pull the tap toward you and lock down. (do not keep locked open for long as the boiler only has a limited capacity)

Beware boiling water.

To turn off

4 Switch off at the boiler. Touch screen power 'button' top left-hand corner. Keep finger on 'button' until green light goes out.

5 Switch off at the wall.

See also the cleaning section of this folder.

8 Hire Sessions and Charges

The Village Hall is available subject to advance booking for the sessions and at the charges as specified below. It can be block-booked by organisations wishing to use the hall on a regular basis, or alternatively one session at a time by occasional users.

More information is provided and kept current, including details of availability, on the Village Hall web site: www.orwellvillagehall.com.

Charges (Applicable from 1 January 2026)

COMMUNITY USERS					
Days of the week	Session	Times	Main Hall, Kitchen, Committee Room	Main Hall, Kitchen	Committee Room
Monday to Thursday	Morning	09:00 to 13:00	20.90	16.50	13.20
	Afternoon	13:00 to 18:00	26.40	22.00	16.50
	Evening	18:00 to 23:00	33.00	26.40	19.80
	Full Day	09:00 to 23:00	61.60	51.70	38.50
Friday	Morning	09:00 to 13:00	20.90	16.50	13.20
	Afternoon	13:00 to 18:00	26.40	22.00	16.50
	Evening	18:00 to 23:00	86.90	81.40	19.80
	Full Day	09:00 to 23:00	115.50	102.30	39.60
Saturday & Public Holidays Plus 24th and 31st December	Morning	09:00 to 13:00	34.10	22.00	16.50
	Afternoon	13:00 to 18:00	40.70	33.00	22.00
	Evening	18:00 to 23:00	102.30	95.70	40.70
	Full Day	09:00 to 23:00	163.90	137.50	66.00
Sunday	Morning	09:00 to 13:00	33.00	22.00	16.50
	Afternoon	13:00 to 18:00	40.70	33.00	22.00
	Evening	18:00 to 23:00	64.90	56.10	24.20
	Full Day	09:00 to 23:00	115.50	102.30	49.50
Licence to sell alcohol			25.00	20.00	
Setting up or clearing (hourly)			8.00	6.00	3.00

Setting up or clearing should be undertaken within the booking session. Any setting up or clearing outside of the booking session shall be subject to prior agreement of the bookings officer in which case the above rates shall apply.

COMMERCIAL USERS				
Days of the week	Rate	Main Hall, Kitchen, Committee Room	Main Hall, Kitchen	Committee Room
Monday to Thursday	per hour (minimum 2 hours)	19.80	15.40	11.00
Friday, Saturday, Sunday	per hour (minimum 2 hours)	33.00	28.60	23.10

DEPOSIT - OVH reserves the right to charge a deposit of £50 to cover any losses incurred during the hire.

Community Users are individuals, groups or societies from Orwell and district hiring on a not-for-profit basis or a for-profit basis that demonstrates a benefit to the community.

Commercial Users are individuals, groups or companies hiring for commercial gain with no demonstrable benefit to the community.

All bookings are subject to the Terms and Conditions for Hire.

Prices revised 15 January
2020

Prices revised 29 July 2021 Christmas Eve and New Years Eve

Prices revised 13 September 2022

Prices revised 31 March 2025

9 Periods of Hire

Please note that setting up for your event, clearing and cleaning should all be done within the period and within the room(s) that you have hired. Other hirers may be booked before or after you and they are entitled - as are you - to their full period of hire. The OVHC has no objection to hirers making arrangements with other hirers to overlap but each should consider whether the arrangement would affect the risk assessment of their event.

10 Terms and Conditions of Hire

Hire of the Village Hall is subject to the Terms and Conditions of Hire.

ORWELL VILLAGE HALL TERMS AND CONDITIONS OF HIRE

1. Key

The following terms shall apply:

“OVH” or the “Hall” - Orwell Village Hall

“OVHC” or the “Committee” - the OVH Management Committee.

“Hire” - the period of hire of the Hall for which the booking applies.

“Booking Form” - the form to be provided by OVHC and to be completed by the Hirer that shall indicate acceptance of these Terms and Conditions.

“Familiarisation” or “Fam Folder” - a guide to using the OVH available in the Hall.

“Hirer” – the person or representative of the organisation named on the Booking Form as responsible for the booking.

“Regular User” – individual or organization that hires the Hall on a regular basis, either weekly or monthly or any other frequency.

“Occasional User” – individual or organization that hires the Hall for a single event.

2. General

During the hire The Hirer shall:

- a. Be responsible for the safety of their event, the safekeeping and care of the hall and contents and shall report any accident or injury to the OVHC.
- b. Be responsible for obtaining the necessary licence to sell intoxicating liquor if not including on the booking form and shall ensure that glasses are not to be taken out of the hall.

- c. Be responsible for the supervision of the premises, the behaviour of attendees during the hire, and shall ensure acceptable noise levels in this residential area arriving, leaving, setting up or clearing.
- d. Be responsible for the safeguarding of vulnerable people and minors and the implementation of the Disclosure & Barring Service as necessary (ex CRB).
- e. Be responsible for ensuring attendees park reasonably using the car park opposite where possible and to drive off quietly on leaving.
- f. Ensure chairs, tables or other equipment are not dragged over the floor.
- g. Not sub-let the Hall or use the premises for any unlawful purpose nor allow any activity that may endanger attendees, the building and its contents or void any insurance policies in respect of the Hall.
- h. Arrive/depart within the hired period as defined on the Booking Form. (See also Fam folder' in OVH)
- i. Leave the premises and surrounds in a clean and tidy condition, empty internal waste bins to the external dustbins, close the windows, reset the heating control to 10 [as directed on the note by the thermostat], switch off the lights, return all tables and chairs to their designated storage locations and lock and secure the doors. See also Fam Folder in OVH for guidance. In the event that the Hall and Committee Room are in use simultaneously each hirer must ensure the responsibilities for leaving are taken by the hirer to be the last to leave.
- j. Any individual items or equipment used during the hire must be returned to wherever they were found.
- k. For larger functions, especially parties, the Hirer must ensure that all rubbish and recycling is disposed of responsibly taking away any that will not fit into the bins.
- l. Take away any items used during the Hire and not leave them to be stored in the Village Hall.
- m. Comply with the requests or instructions from the Emergency Services, Environmental Officer, or an OVHC member to moderate or stop an event.
- n. Make good in full the cost of repairing any damage to the building or its contents that occurs during the period of Hire or as a result of the Hire.
- o. Be liable for any reasonable charge levied by the OVHC for expenditure incurred in respect of any breach of these responsibilities.
- p. If required, make the payment of any advance deposit.
- q. Ensure prompt payment of the fees for the Hire.
- r. Ensure that nothing is attached in any way to the walls, ceilings, or other surfaces in the Hall.

3. Insurance

Established groups or groups permanently resident are required to have their own insurance for covering legal liability for accidental bodily injury, illness or disease (including death), accidental damage to the premises or contents and to other property not the responsibility of the-hirers.

4. Health and Safety including Fire Precautions.

- a. The Committee has assessed the H&S risks of the OVH and believes it to be safe for the use for which it is licensed providing the numbers using the hall are limited to 160 for dance, disco or theatre type functions and 140 for formal or semi-formal dining at tables. Lighted candles are not permitted in the hall. [Users perceiving a risk have a duty to bring it to the attention of the OVHC].
- b. The Hirer is advised that they have responsibility for managing risks, so far as practicable, arising from their own activities when they have control of the premises or control of equipment on the premises. A risk assessment proforma is available if

required. If the Hirer is an entity with one employee or more, they will also have wider duties under H&S and Civil Law.

- c. The Hirer is responsible for drawing the attention of attendees to the signed emergency exits and displayed evacuation procedures, also for arranging tables and chairs to avoid impeding any exits.

5. Payment and Deposit

- a. Occasional Users should pay in full for their hire of the Hall within seven days of completion of the hire.
- b. OVHC reserves the right to request the payment of a deposit which must be remitted in full prior to the hire. Further OVHC reserves the right to deduct from the deposit any sums required to correct any issues relating to the Hirer's use of the Hall, including the cost of extra cleaning where required.
- c. OVHC shall refund the balance of the deposit within 14 days of the completion of the hire in the event that OVHC deems that no deductions should be made.
- d. Regular Users should ensure that payment is made for their use of the Hall at least monthly in arrears. Payment should be accompanied by a description of the hire dates being remitted.
- e. Any users may pay for hire in advance.
- f. OVHC will not as a matter of course issue invoices or receipts unless specific request is made. OVHC would prefer payment to be made by direct bank transfer with an email notification to the treasurer.

6. Cancellation Policy

- a. Hirers may cancel a booking by informing the Treasurer a minimum of 2 days prior to the booking date without charge.
- b. OVHC reserves the right to charge the full booking fee in the event that any cancellation is made less than 2 days prior to the booking date or in the event that the Treasurer is informed after the booking date of the cancellation, unless the relevant session is re-booked by another Hirer.

10.1 Departing

On departing upon completion of your hire you are responsible for ensuring that all windows and doors are closed, the lights are all switched off, the heating has been returned to its default setting, the WiFi system is switched off and the front door is closed firmly and locked with the key returned to the key safe and the number scrambled.

11 Risk Assessment

Risk assessment template

Company name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

12 Emergency and OVH Committee Contacts

12.1 OVH Committee

Chairman and Treasurer – Mark Collins (mark@ orwellvillagehall.com) – 07770 902001

Secretary – Conway Daw (conway@orwellvillagehall.com) – 07956 509624

Facilities – Barry Sharman (barry@ orwellvillagehall.com) – 07808 784772

12.2 Others

Comberton Surgery – 01223 262500

Eversden Surgery – 01223 262579

Harston Surgery – 01223 870250

The address is:

Orwell Village Hall

36 High Street

Orwell

Royston

SG8 5QN

What Three Words Location: enjoyable.slack.trailing

Please note also that the Village Hall has a defibrillator outside.

13 WiFi and Internet Connection

County Broadband have generously provided a fibre connection to the hall free of charge.

Consequently, we have excellent internet coverage through WiFi in the hall. The router is mounted on the shelf halfway along the side in the main hall. Please do not switch it off.

Connect to the WiFi using the SSID: **OrwellVH** and the Password: **Orwell1984**.

14 Suggestions

The Orwell Village Hall Committee welcomes suggestions relating to the hall facilities, the process and documentation for hiring and the contents of this folder. Suggestions may be made through your representative on the committee for regular village hirers or directly to the OVHC Secretary for individuals.

All suggestions will be considered at the next meeting of the OVH Committee and the outcome minuted. If you would prefer a personal response on the outcome, please say so with your suggestion and provide a name and address.

15 Audio/Video System.

Reference the plan in section 4.

If you intend to use the audio/video system for a function, please ensure that you are familiar with these instructions and do not attempt to change things without consulting OVHC.

Also, we strongly recommend trying out the setup and operation of the system in advance of your booking. Check with the Treasurer to see when you can gain access ahead of your event.

15.1 Microphones.

There are two microphones available: a wireless one and a wired one. If you wish to use the wireless one, please switch on the "Wireless PA System" switch on the wall underneath the DVD unit before you switch on the mixer desk and the main amplifier - the first knob on the mixer desk ("Radio") controls the volume. The radio microphone usually resides in the box under the mixer desk, and it has an on/off switch.

The wired one is kept on the wall by the mixer desk and has a quite long cable. Its volume is controlled by the "MIC 1" volume knob on the mixer desk (knob number 2).

15.3 The Screen

If you are planning to use the projector you can lower the screen from the switch on the wall to the left of the stage. Please ensure the screen is raised after use and the power switched off.

15.2 Audio/Video System - Instructions for use

Introduction

The AV System utilises the PA sound system through the 4 speakers in the main hall and the projector. For sources for the AV System you can use the DVD player, a computer and other alternative sound sources. The computer must use the HDMI video output plus 3.5mm headphone jack for sound and the general audio source can use a stereo phono connection or a 3.5mm stereo jack. In all cases, you may need to mute the audio on the projector.

DVD PLAYER

1. Switch on the power to the PA cabinet.
2. Switch on the power to the AV system.
3. Switch on the DVD player.
4. Set the HDMI switch to input 1.
5. Set the Audio Switch to input 4.
6. Set the volume on the mixer input marked DVD to about halfway.
7. Switch on the power to the projector.
8. Insert DVD and play.

Note that there is an IR remote control relay so that the remote control for the DVD player can be used in front of the stage. You may need to be on the right in the hall for best performance.

COMPUTER

1. Switch on the power to the PA cabinet.
2. Connect the HDMI output from the computer to the long cable provided.
3. Connect the headphone output from the computer to the 3.5mm cable provided.
4. Switch on the power to the AV system.
5. Set the HDMI switch to input 2.
6. Set the Audio Switch to input 2.
7. Set the volume on the SPARE input on the mixer to about halfway.
8. Switch on the power to the projector.
9. You may also need to select the correct audio output on your computer. In Windows:
 - a. Go to settings.
 - b. Select System.
 - c. Select Sound.
 - d. Then Choose Your Output Device.

ALTERNATIVE AUDIO SOURCE (such as a CD player)

1. Switch on the power to the PA cabinet.
2. Connect the phono output or the 3.5mm output from your audio source to the cables provided.
3. Switch on the power to the AV system.
4. Set the Audio switch to input 1 for a phono connection and input 2 for a 3.5mm connection.
5. Set the volume on the SPARE input to the mixer to about halfway.

If you need to connect to an audio source which uses other connections the following adapters are available.

1. Phono female to 6.5mm jack (mono)
2. Phono female to 6.5mm jack (stereo)

AFTER USE

In all cases after use, please switch the AV system off at the main socket and make sure the PA cabinet and the projector screen control are switched off.

Please do not disconnect or rearrange the connections. If you have any problems please report them to Mark Collins, 07770 902001.



Audio/Video System



Projector



Switch to raise and lower the screen



Power Amplifier showing main switch



Fibre broadband router



Mixer