



Old School Community Rooms Charity No. 1185789 (OSCR)

Instructions to Hall Hirers

OSCR manages the Harborough Magna Village Hall,
Main Street, Harborough Magna, CV23 0HS

ENTERING THE HALL

KEY BOX - ACCESS TO THE HALL

Access to the hall is by way of a key that is kept securely in a grey key box located to the left of the main entrance. There is one box for 'main hall' and one for 'meeting room'. The relevant key box number will be provided by the Booking Secretary prior to your event.

There is a plastic weatherproof flap over the key box. This is released by gripping the contoured areas on the sides at the top so that the flap then disengages and hinges downwards to reveal the dials you need to operate. Rotate the dials to match the key box code you have been given and then press the two recessed buttons on the sides to open the metal front which will also hinge downwards to reveal the front door key.

Close the safe and jumble the numbers after removing the key.

Unlock the front door and press the 'open' pad beside the door to open it.

When you leave:

Remember to return the key to the key box when you have finished and locked up the building, jumbling the numbers again after you have locked the box.

ALARM

Once you have opened the front door you must immediately disarm the alarm with the alarm code you have been provided. The keypad is on the righthand side of the door as you enter - enter the code and the alarm will be disarmed.

When you leave:

When you leave remember to set the alarm using the code you have been given. The 'A' light will flow **red** when you have entered the correct code. Press 'YES'. The alarm is now armed and you have a short amount of time to leave the building. Either push the front door closed or let it close of its own accord, remembering to lock it with the key (before putting the key back in the appropriate key box).

ACCESS TO THE MAIN HALL / MEETING ROOM

Main Hall: Use the "inside door" code provided on the keypad to the left of the main hall door leading from the lobby.

Meeting Room: Use the "meeting room" code you have been given to open the key box next to the door of the meeting room. This holds the key to open the internal door to the meeting room. Remember to replace the internal key in this key box when you have finished.

TABLES

The tables for the Main Hall are located in the cupboard in the Main Hall. There are two tables and ten chairs in the Meeting Room.

NOTICES ON WALLS AND CEILINGS

Hirers must not make any alterations, additions or fixings to the premises. If placards, decorations or other articles are to be attached in any way to any part of the premises a proprietary brand of fixing (such as Blu-Tack) that leaves no residue may be used. Nothing should be used that might cause damage to the paintwork.

CLEANING

Basic equipment and materials for the use of Hirers are located in the cupboard in the far left hand corner of the main hall near to the toilets. Further materials are in the kitchen and toilets.

The hirer must take away all rubbish from the building and leave the premises in a similar state to which they were found. Bins are provided outside.

ACCIDENTS

These should be recorded in the accident book located in lobby on the notice board and the duty caretaker (telephone numbers below) should be notified.

LICENSES

The premises are authorised to play live and recorded music, dance and other forms of regulated entertainment including plays and films. Due to the close proximity of private housing there is a restriction on the volume level allowed in the building. If you are intending to sell alcohol, a temporary license will be required, this can be arranged through the Bookings Secretary giving at least four weeks notice.

EMERGENCY EXITS

An emergency exit is at the rear right hand side of the Main Hall.

The double door from the Main Hall into the Lobby is also an emergency exit to the main door to the building.

ALARM SYSTEM

The Booking Secretary will provide Hirers with the necessary codes to disarm the various door alarms. Instructions about fire alarms are contained in the Fire Safety Policy. (Please see the Harborough Magna Village Hall website)

FIRE EXTINGUISHERS

Are located adjacent to the fire door at the rear right hand corner of the main hall and in the lobby.

FIRST AID KIT

Located in the lobby.

HEATING

The hall is heated by an automatically controlled gas boiler providing underfloor heating. The floor is kept at a constant comfortable temperature. Hirers have no reason to interfere with the heating system in any way.

INSTRUCTIONS

There are some manuals for the use of appliances in a kitchen drawer.

CAR PARKING

On street parking only. Please ensure vehicles (including buses) can pass along the street at all times. Cars are parked at the owners risk. The village hall will not accept any liability.

LEAVING THE PREMISES

Ensure that all windows and internal and external doors are closed, the main entrance doors are locked, the alarm is set and the key is securely replaced in the key box with the code numbers jumbled.

DUTY CARETAKERS

The Duty Caretaker can be contacted on the following number(s):

Brian Ingram 01788 832858

David Holvey 01788 832193

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Date: September 2022