



The Institute, Kelvedon

Charity Number 272790

78 High Street
Kelvedon,
Essex
CO5 9AA

www.kelvedoninstitute.co.uk

Instructions for Users of the Main Hall

Entering and Leaving the Building

All hirers are issued with a code to be used to unlock and lock the main doors. This code is only active for the duration of the hire.

To unlock the doors please enter your access code into the keypad to the left of the doors, when the code is accepted a single green LED at the bottom of the keypad should be flashing and the doors are unlocked.

To lock the doors please enter your access code into the keypad to the left of the doors, when the code is accepted 3 coloured LED's at the bottom of the keypad should be on and the doors are locked.

Care should be taken to vacate the premises by the end of the hire period after which the doors will automatically lock, and you will not be able to re-enter the premises.

Noise & Consideration for Others

Please ask your guests to leave quietly at the end of your hire.

Car doors banging and loud talk or music from vehicles in the street can disturb local residents.

Please be aware that there is a private residence adjoining the Institute and if audio equipment is used all doors and windows must be kept closed to minimise the disturbance to the occupiers. If using any form of audio equipment or instruments you must make sure that the operator of the equipment is aware that the noise must be kept to a minimum and that no bass boxes are to be used.

Decorations

The use of drawing pins, Sellotape or Blue tack on the walls, floors or other surfaces will cause damage upon removal, therefore we ask you not to do this. If you do charges will apply for any damage caused. Use of a ladder on the premises with no one else present is not advisable.

Cleanliness

Please leave the premises clean and tidy.

Hirers are responsible for the provision of tea-towels and refuse bags for disposal of food and large volumes of rubbish (I.E. If you're event generates more than half a bin bag of rubbish).

Large volumes of rubbish including recycling and food debris must be cleared from the premises and surrounding area and taken home by the hirer at the end of the hire.

All glass bottles should be removed from the hall - recycling bins are available in the Co-op car park

All tables are to be wiped clean after use and put away.

Chairs should be stacked in the correct manner along the side wall of the hall.

All floors must be swept and washed if required. Implements and materials can be found in the Kitchen/Backroom.

Babies used nappies should not be left in the toilet bins.

Additional charges may apply if the hall is not left in a satisfactory state following inspection.

Please ensure that if the grassed area adjacent to the hall has been used that no rubbish has been left in this area.

Cleaning equipment is located in the kitchen and the rear meeting room.

Smoking

The committee would like to remind all hirers using the hall that a no smoking policy operates throughout the hall. This also includes e-cigarette

Smoke Machines

The smoke detectors in the village hall are extremely sensitive and any smoke will set off the fire alarms. Therefore the use of smoke machines is not permitted.



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Location and Use of Fire Equipment for Hirers

No firefighting equipment should be used until the safety of all members in your party is confirmed.

A range of firefighting equipment is sited at obvious locations around the premises.

Notices are displayed adjacent to the equipment on their proper use; it is your responsibility to ensure you are familiar with their use and operation.

In the event of any fire the emergency services should be called, and occupants should assemble in the Parish councils Car park.

No matter how small a fire or similar emergency requiring evacuation of the building, the booking secretary must be informed after the emergency services are called. If further information is needed on the operation of firefighting equipment or operation of the fire doors, you should ask the booking secretary.

Please note, the firefighting equipment must not be misused, or it will endanger the life of other hirers. If any equipment is misused the cost of repairing or replacing the damaged firefighting equipment will be recovered from the hirer.

First Aid kit

There is a First Aid kit located in the kitchen.

Faults, Damage or Comments

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The Management Committee welcomes any comments or observations that you may have about your hire of the premises; please can you put them in writing to the booking secretary for further action.

Parking for the Duration of hire

Hirers are reminded to acquaint themselves with the charges for the adjacent Parish councils pay + display car park.

Loading and unloading is permitted in the disable parking bays subject to the vehicles being moved to the standard bays for the remainder of the hire period.

Cars should not be parked on the area in front of the bike bays for any reason.

All cars are parked at the owner's risk.

Heating

Heating controls for the main hall are in the entrance lobby.

There are 2 ceiling mounted gas heaters and 6 wall mounted electric heaters.

To operate the required heater simply push the corresponding button on the control panel, to turn the heater off simply push the corresponding button on the control panel again.

Please use the gas heaters to do the initial heating of the hall and then only use the electric heaters to **'maintain the temperature'** if needed. You may find that you don't need to use all 6 electric heaters to maintain the temperature but that 4 or even 2 will suffice!

Contacts

Management Committee Chairperson

Barry French – chairperson@kelvedoninstitute.co.uk – 07792674588

Booking Secretary

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