



# The Institute, Kelvedon

Charity Number 272790

78 High Street  
Kelvedon,  
Essex  
CO5 9AA

[www.kelvedoninstitute.co.uk](http://www.kelvedoninstitute.co.uk)

## Instructions for Users of the Small 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.

If the doors do not open automatically it is possible that a previous hirer has left the doors in manual mode, if this is the case the doors can be opened by just pulling the handles.

Please leave the Automatic Door control switch in **AUTO** mode when leaving the building.

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.

When locking the building you can enter your code even if the doors are open, as soon as the code is entered the doors will automatically close and lock.

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.

The lights in the toilets and lobby are automatic and turn off some 5 minutes after the building has been vacated/no one is moving around.

### 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 and take any rubbish away with you when you leave the site.

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.

Chairs should be stacked in the correct manner inside the store room.

All floors must be swept and washed if required. Implements and materials can be found under the sink of the coffee point and in the store room

Babies used nappies must not be left in the 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 storeroom.



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## **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.

## **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 2<sup>nd</sup> drawer within the Coffee point.

## **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 disabled 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**

The Small hall is heated with thermostatic controlled under floor heating.

Heating controls must not be altered without permission of the committee.

Please note that underfloor heating works slowly and changes are unlikely to benefit your hire but may make a later hirer's use uncomfortable.

## **Emergency Contacts**

Management Committee Chairperson

Barry French – [chairperson@kelvedoninstitute.co.uk](mailto:chairperson@kelvedoninstitute.co.uk) - 07792674588

Booking Secretary

Jill Hinds – [bookings@kelvedoninstitute.co.uk](mailto:bookings@kelvedoninstitute.co.uk) – 01376 570508