

Tytherington Village Hall - Information for Users

(Dated 18/11/25)

1. General:

- a. The use of sellotape, bluetack or whitetack on the walls is prohibited.
- b. WI-FI coverage is provided in the whole building and the access code is displayed in each of the rooms.
- c. The AV system in the Annexe is available for hire, but restrictions detailed in the "Hall Hire Conditions" must be adhered to.

2. Arrival:

- a. Hall will be open on arrival or key will be in the key safe next to the main door.
- b. If the key from the key safe is used that key should be returned to the key safe immediately on gaining entry to the Hall.

3. Facilities:

- a. If the use of hot water is envisaged, turn on the water heater when you arrive.
- b. **Please note, tea towels are not provided**
- c. The Range cooker in the Annexe has an induction hob and will NOT work with copper or aluminium pans. The cooker switch is in the cupboard to the left of the Range.
- d. Any breakages must be reported by email to **booktvh@gmail.com**.

4. Departure:

- a. Return all tables and chairs to their correct locations.
- b. Clean and return all crockery, cutlery and glasses to their correct locations.
- c. Clean all work surfaces, sinks and ovens.
- d. Turn off all water heaters, kettles, hobs and ovens.
- e. Check that all external doors and windows are secure.
- f. Remove all household rubbish in the black bin bags provided and deposit in the Smiths bin located outside at the far end of the Village Store. The key to the bin is on the key ring to the left of the front door and the bin should be re-locked after use.
- g. Turn all lights out. **Note the lighting in the toilets has been modified with sensors which turn the lights off after a delay when no people are detected.**
- h. Following lock-up, the key should be returned to the key safe.

5. Safety Considerations:

It is your responsibility to ensure that care is taken during the time that you and your guests are using the hall and the hall facilities. Users need to be aware of the following safety considerations:

- a. The location of fire exits and assembly points as indicated on the fire plan.
- b. If a fire alarm has activated the hall must be evacuated.
- c. If the person in charge is able to give the all clear, the alarm may be reset. The fire alarm reset is located in the cupboard in the main entrance lobby. On the alarm control box within this cupboard, key-in the code number 4415 followed by 3 to reset.
- d. To avoid risk of fire, do not place anything on the storage heaters.
- e. All accidents must be recorded in the hall's accident book and reported to the Management Committee and, where appropriate, the HSE under RIDDOR. The first aid kit and accident book are located in the Meeting Room.
- f. Users need to be aware of slight differences in level or slopes at the internal doorways, especially when using the chair or table trolleys. Where possible these are marked with yellow and black hazard tape.
- g. Chairs should be stacked no more than 4 high, and with their backs to the wall.
- h. Tables should be stacked on the trolley in an upright position, edge first, to prevent tables falling out when the restraining straps are removed.
- i. When food is to be prepared, please refer to the Food Safety Guidelines document displayed on walls in the kitchen areas. This document is also available on request.

If you have any concerns during your hire, please phone 07356 261 539.