

# Using Orston Village Hall

Please read the instructions below for using the Village Hall, to ensure you have a safe and enjoyable time!

## **General**

Make sure you have read and understood the Hall's Terms and Conditions which were provided with the booking form.

When you have finished, leave the hall in the state that you found it.

Open the stage curtains when removing chairs. This must be done using the pulleys at each side, as manually pulling the curtains can damage the curtain track.

Notify any breakages when returning the keys.

Respect the local residents, particularly when leaving the premises at night-time.

The car park is situated at the rear of the hall and should be used. Ensure that any of the surrounding roads are not obstructed.

## **Safety**

Fire exits are clearly signed and should not be blocked. In addition, the kitchen door should be unlocked while the hall is on use, as this is also an emergency exit.

Do not use any of the tables as seating.

## **Security**

It is your responsibility to ensure that the Hall is locked securely after use, including the fire exits. The keys are to be returned to:

Wendy Richardson, 01949 850807

## **Contact numbers (in case of problems)**

Julian Humpheson: 07846 902453

Wendy Richardson: 01949 850807

Thank you for using and supporting Orston Village Hall and we hope that you will use it again.

The Village Hall Committee