



Thank you for booking High Legh Village Hall. Our Hall is managed as a community asset for the benefit of everyone who lives and works in High Legh.

This booklet describes the conditions for use of the Hall that you are accepting by making your booking. Please let our Hall Manager know if you spot any errors, omissions or need for further clarification in this document.

We hope that your event or meeting is a success, and that you enjoy the experience of using High Legh Village Hall. If you experience any problems please let us know. Please also let us know about your good experiences and invite your friends to experience High Legh hospitality.

Helen Wright, our Village Hall Manager, is the person to contact about making or changing bookings. We ask for 2 weeks notice of changes.

Key Contact Information

Village Hall Manager

Helen Wright

Hall Lettings Mobile

07703194052

Village Hall phone (incoming calls & outgoing emergency calls only)

01925 758526

Email

highleghvhall@live.co.uk

Web site

WWW.highlegh.org.uk

Village Hall postcode

WA16 6LR

High Legh Village Hall is run by High Legh Village Hall Management Committee.
Registered charity no 511391.

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1. Location – directions and parking

The Hall is the former School Building located in the triangle of land at the junction of the A50 and B5159 West Lane (signposted Partington, Lymm).
WA16 6LR.

From **Warrington** and **M6 J20/M56 J9** take the A50 towards Macclesfield. After 2 miles, take the turning on the left for the B5159 (West Lane). The Village Hall car park is on your immediate left. There are 42 marked spaces. Please park within the white lines and lock your vehicle carefully. High Legh Parish Council takes no responsibility for any loss or damage that may occur.

From **Knutsford** or **Northwich** take the A50 from the A556 at Mere crossroads. High Legh Village Hall is approximately 3 miles on the right at the B5159 junction. The Village Hall car park is on the B5159 opposite to the Village Hall.

From **Altrincham**, Manchester M56/J7 take the A56 signposted Lymm and turn left at first traffic lights, signposted High Legh. Drive almost to the T junction with the A50 (1 mile) - The car park is to your right, the Hall to the left.

From **Lymm**, take A56 towards Manchester and turn right at the traffic lights by the Jolly Thresher, signposted High Legh Road. Drive almost to the T junction with the A50 (1 mile) - the car park is to your right, the Hall to the left.

Two car parking spaces are available within the walled area immediately beside the Village Hall for use by car users with walking difficulties. One further space is available to the Hall booker to use if frequent access is needed, such as for an entertainer.

Cars or small vans can park temporarily in the **drop off** area beside the side door to the Hall for delivery of food or equipment that is required for the event. Please make sure you do not block pedestrians (who may have buggies or wheelchairs) from using the side door or meeting room. If the gates are closed, please shut them after you, as young children may be using the Hall.

Public transport includes:

Manchester Metrolink tram to **Altrincham** then 289 bus towards Knutsford.
Alight at the end of Pheasant Walk

Knutsford and **Northwich** No 289 bus alight at Village Hall

High Legh Community Transport phone 07876 161893

2. Safety

Fire - responsibilities of person named in Booking Form

For every booking:

- Appoint and brief a deputy, aged over 16, to assist in case of fire;
- Check that the routes to the 2 ground floor exits from the Hall are not blocked by chairs, tables or equipment;
- Check you know location of fire extinguishers, fire alarm, emergency phone, high-viz jackets, push buttons for exit, and assembly point in car park.
- Tell all attendees where the fire exits and the assembly point are, and ask them to exit promptly, without returning or bringing baggage, if they hear the fire alarm or are instructed to leave;
- Control the number of attendees so that no more than 120 people are in the Main Hall or 30 in the Heritage Meeting Room (ground floor) at any time.

If a fire is reported:

- TAKE CONTROL - Put on a high viz Jacket (by the lobbies)
- START EVACUATING Hall users promptly from all exits
- Ask your DEPUTY to
 - Sound fire alarm – press firmly on one of the red buttons at any exits
 - **Ring 999** (phone is in side lobby or use your mobile)
 - If it is safe to do so, use a fire blanket or appropriate fire extinguisher to try to put out the fire. Do not put yourself at risk or permit anyone else to do so. Do not use a water-based extinguisher on an electrical fire.
 - Assist evacuation of kitchen, toilets and upstairs room
- Ask a Hall User to put on a high viz jacket and stop traffic on West Lane to permit Hall users to cross to the ASSEMBLY POINT in the car park particularly if there are small children or people with limited mobility
- CHECK that no one (including your Deputy) is left in main hall, side hall, kitchen, toilets, storage room, both lobbies + upstairs room;
- CHECK the people in the **assembly area** to make sure no one is left inside.
- TELEPHONE the Village Hall Manager on **07703194052**

After a fire, please brief the Hall Manager with full details of what happened

If someone sets off the fire alarm when there is no fire, follow the instructions on the "How to" card that is placed on top of the fire alarm control in the side lobby by the kitchen door.

Children and Vulnerable People

Please let our Hall Manager know before you make your booking if you require exclusive use of the whole Village Hall premises. The Hall has rooms, which can be used by concurrent groups. It will be assumed that the booking is solely for the part of the Hall complex that you have booked, unless we are informed and agree to reserve the whole hall for your booking. Service suppliers may require access from time to time in order to make repairs or perform cleaning.

Nappy changing tables are located in the ladies and wheelchair accessible toilets. Children are not permitted behind the serving counter in the kitchen. A gate is available to deter their access. It is stored by the wall in the walk in cupboard by the serving counter.

Gates in the boundary wall and outside the kitchen/side entrance are located to deter children running out into the road. When young children are using the hall, the person named in the booking confirmation is responsible for checking that these gates are closed, except when their use is supervised by a responsible adult.

First Aid

A first aid box is maintained in the kitchen. If you need to use it, please replace the box so that it is clearly visible on the worktop by the microwave. Use of this facility is at your own risk.

The person named in the booking confirmation is responsible for ensuring that attendees of their booked event receive ***prompt and appropriate treatment*** for any injury, accident or acute symptoms such as a stroke, fit or shock. A telephone is provided (in the side lobby just outside the kitchen door) for contacting emergency services. Heart Start (defibrillator) equipment is on the wall by the West Lane door – the keycode will be provided by the Ambulance Service when you ring 999. Full details of any accident or incident must be recorded in the ***accident book***, held on the worktop by the window in the kitchen, and ***reported*** to the Hall Manager by the person named in the booking confirmation.

Access Control

The responsible person identified in the booking confirmation is responsible for:

1. **Opening** the Hall and ensuring that only appropriate people have **access** to the part of the Hall that you have booked
2. Completing the **register** (held in the kitchen) when you open the Hall and again when you and all your guests leave the building.

3. Ensuring that anyone, who you permit to enter the Hall does **not smoke** within the premises and that any cigarette ends that they leave on the tarmac outside the hall are firmly extinguished, swept up and placed safely in the waste skip.
4. Ensuring that no one brings anything **inflammable** into the Hall or creates any naked flames with candles, fireworks or any other flammable substance.
5. Ensuring that **all doors and windows are closed** when you leave
6. The automatic system will lock the external door at the end of your booked period. Please make sure that you close the door securely when you leave.
7. Reporting any evidence of **forced entry** to the premises to the Police and to the Hall Manager.
8. **Not subletting** the Hall or allowing the Hall to be used for any purpose or by any person other than stated in the booking confirmation.
9. The emergency lighting in the Hall will automatically switch on if the electricity supply fails. If there is a failure of the electricity supply please help your guests to leave the building safely.

3. Statutes and Licenses

Hall users must observe all legal requirements regarding the sale and consumption of alcoholic liquor, the performing of plays, music and the exhibition of cinematograph films. They must not infringe **copyright** as specified in the Digital Economy Act 2010. The Village Hall Management Committee is entitled to require proof that the provisions of the legislation have been complied with 48 hours before the hiring. All legal requirements of **Gaming and Lotteries** legislation shall similarly be observed without infringement. All scenery and costumes used for stage performances and the like must be fireproofed.

Music

High Legh Village Hall has a PRS license for live music performances. Hall hirers are asked to ensure that they, or any musicians that they bring into the Hall have appropriate music licenses. We understand that current PRS policy is to not require licenses for private children's or family parties. Hall users are asked not to play music outside the Hall as it may disturb residents. Please keep the external doors closed when music is being played.

Alcohol

High Legh Village Hall can apply for a 1 day/night license to sell alcohol within the terms of its general license. Please speak to the Hall Manager if you would

like us to make an application to cover your booking. An administrative charge is made by Cheshire East Council and by the VHMC.

You can invite guests to bring alcoholic and non alcoholic drinks for their personal consumption or you can provide drinks to guests at no charge to them.

The person named in the booking confirmation is responsible for ensuring that any person who appears to be acting inappropriately, or who appears to have drunk an **excessive amount of alcohol** is promptly escorted out of the Hall, and helped to return safely to their home.

4. Environment

High Legh Village Hall aims to operate in a sustainable manner, wherever practicable. Hall users are asked to help us in achieving **sustainable** operation.

Power and lighting

Please ensure, when you leave, the **only** appliances left switched ON are:

- Fridge, freezer, insectocutor in the kitchen, heater and fans in the toilets all radiators, thermostats, door chimes, projection equipment and emergency lights

The lobby lights will switch off automatically once the set time has elapsed. Heating will switch off automatically when the target temperature has been reached. The Hall has a photovoltaic energy capture system on the roof, to minimise our impact on the environment. Hall users are asked to help, by switching off lights and power when they are not needed and keeping both internal and external doors shut.

Water and Sewerage

Hall users are asked to minimise use of water by ensuring taps are fully turned off, particularly when they leave the building. Please **report** any dripping taps or toilets that do not work, by email to the Hall Manager.

The Hall uses a septic tank system so it is particularly important that users do not flush paper towels, solids or noxious chemicals down the toilets. Please use the **waste disposal** bins provided.

Recycling

The contractor who provides the solids waste disposal service to the Hall undertakes to separate the rubbish placed in the container held outside the side door, so that where appropriate, recyclable items are removed and recycled.

5. Use of the Hall

Room Set-up and Put-away

It is important that when you make a booking you allow sufficient time before the event/meeting to enable you to organise setting up the room with the tables, chairs and other equipment in the way that you require. Set up and put away time is included in the time charged for the booking.

After the event/meeting, please ensure:

- tables are wiped clean with antibacterial cleaner and stored tidily together with chairs and any other equipment used.
- brought in equipment is removed (the VHMC takes no responsibility for abandoned/lost property and an additional charge may be levied if items have to be removed and disposed of.)
- sharp items such as fragments of glass, bottle tops or drawing pins are swept up from the floor – which is used by barefooted children
- kitchen is tidied and all food and food scraps removed including from both fridges, the dish washer and both waste bins
- waste is removed by placing the bin liners into the outdoor disposal container and, where appropriate, floor swept
- bin liners replaced if necessary (new bin liners on shelf in walk in cupboard)
- power and light switched off (except switches marked **Please Leave On**)
- water taps checked and fully turned off
- windows closed and doors secured
- people leave quietly, avoiding disturbing residents, particularly at night

If Hall users wish to have **additional help** with set up activities or with putting away activities for their event or booking, please speak to the Hall Manager who may be able to arrange assistance at an additional charge.

If a Hall user leaves a mess, this will inconvenience the next Hall user, so the person responsible for the **messy usage**, including litter left outside the Hall, and any defacement or damage to the Hall infrastructure and/or equipment will

be charged for any additional cleaning or other work that is required, plus an administrative charge for additional emergency management activities.

The person named in the booking confirmation is responsible for reporting all **breakages** using the mailbox in the side lobby. The Hall Manager has the discretion to agree the remedial action which could be that the responsible person makes good the breakage, or that the responsible person is charged for the costs associated with repairing or replacing the broken item(s).

Bringing items into the Hall

People running events may bring items into the Hall to support their event. Items brought in at the request of Hall users are not covered by the Hall insurance, so the person named on the booking form must arrange for appropriate insurance for their requirements. It is particularly important that users of potentially dangerous items, such as children's play equipment, ensure that they have insurance in place, because High Legh Village Hall takes no responsibility for any accidents that may occur that relate to items that are owned by any other person or organisation.

Any lights or other electrical apparatus which are connected to the electrical installation in the premises must be insulated and fused and electrical plugs and sockets must not be overloaded. All electrical items should be fully tested.

Some users of the Hall have agreed with the Hall Manager that they can store items within the Hall. The Hall insurance only covers the Hall itself and items owned by the Community Association. Hall users must arrange their own insurance for any items that it is agreed they can store within the Hall.

Insurance

Please ensure that you are **adequately insured**. High Legh Village Hall will not be responsible for the consequences if the supply of electricity, gas, telephone, sewerage or water fails, causing an impact on your event.

High Legh Village Hall has **Public Liability** Insurance which is on display on the notice board in the Hall. Please note that our Insurance does not extend to goods and equipment brought in by you, the hirer of the Hall. You are responsible for checking with the provider of your Household or Organisation insurance to ensure that you have adequate insurance cover.

Use of Hall Telephone

The Hall telephone in the side lobby is provided primarily for use in emergencies and for contacting the Hall Manager. Hall users are asked not to use it for non-emergency outgoing calls. Any non-emergency calls that are noted on the telephone bill will be recharged to whoever booked the Hall at the time of the call(s) with an additional administrative charge to cover the cost of tracing the call and requesting payment.

Right of Access

A Police Officer, the Village Hall Management Committee and their agents may enter and remain on the premises at any time. They may put a stop to any entertainment or meeting which in their opinion is not properly conducted, or which may infringe any of these conditions of use.

Posters and Decorations

You can put temporary decorations or posters onto the fixed notice boards in the main hall using drawing pins. Please do not drive bolts, nails screws, bits, pins, spikes or other objects into any other part of the fabric or furnishings of the premises. Please do not damage notices that have been placed there by other users or obscure safety notices provided by the VHMC.

Please do NOT use blu-tac, sellotape or any other sticky fixative on the notice boards or elsewhere on the walls as they will damage the paintwork or notice board surface and you will be charged for making good the damage. If you wish to use the exhibition screens please ask the Hall Manager for Velcro tabs. No pins or blu-tac can be used on these screens, as they will destroy it.

You may wish to fix balloons or banners to the gates or doorway. Please make sure that all decorations are removed before you leave the hall.

Please make sure that the Old School House residents can have clear access to their parking spaces at all times. The VHMC reserves the right to require you to remove any materials that you display external to the building if it or its agent considers that the materials are unsightly, inappropriate, unlawful, unseemly, libelous, expose the premises to an undue risk of fire or are likely to lead to a disturbance or a breach of the peace, or present a hazard to traffic on the adjacent roads.

Main Hall

Comfortable chairs and various sizes of table are available, including large tables for sales events. Please tidy them away after your meeting, making use of the chair trolleys to minimize the risk of damage. Please make sure any spills are wiped up promptly. If you think that there is a significant risk of accidents, please use the plastic chairs rather than those that are upholstered with fabric.

Lighting- may be dimmed or made brighter by pressing, then holding down, the on/off switch. There are 3 pairs of lights which can be individually adjusted for the west or east end, and for the middle of the hall.



Please leave the **curtains** in the open position when your meeting is finished.

On warm, damp days or when hall users have been energetically dancing or exercising, please use the energy efficient ventilation, to reduce condensation, and then ensure that it is turned off and the windows are securely closed before leaving the Hall.



Wifi and a projector and screen are available if required. The wifi code is highleghvillagehall. Please speak to the Hall Manager if you wish to use the projector. Use of microphones, speakers and a raised platform are available, on request to the Hall Manager at the time of making the booking.

Sliding door – Please be careful to avoid damage to the sliding door if you need to move furniture between the main and side hall. The sliding door should be unlocked and opened fully when you move bulky equipment. For more information about the door see – “How Tos” on the noticeboard in the side hall.

Side Hall

Please ensure that when you use this room as a separate room, you ensure that the lockable door to the corridor near gents is unlocked – to facilitate fire exit.

Toilets

The toilets are cleaned thoroughly once a week. Please make sure that your guests leave the toilets as you would wish to find them. If you find a toilet in an unsatisfactory state please report it using the postbox in the side lobby.

The ladies toilet has an extra large cubicle to help people who have charge of small children or who use walking aids. The toilet is equipped with sensor taps.

The gents toilet is equipped with 2 urinals, washbasin and dryer.

The Accessible Toilet is available to both gents and ladies. It is equipped with a raised toilet bowl with adjacent support rails, a washbasin, equipped with sensor taps, a hand dryer and nappy exchange table with an adjacent pad disposal bin.

The wheel chair **accessible** toilet and **baby changer** is accessed from the side lobby near the ladies and gents toilets. Please ensure that the space next to the toilet pedestal in the wheelchair accessible toilet is kept free of obstructions, such as waste-bins, so wheelchair users can use the toilet readily. If the hygienic pad disposal bin has been used, the rubbish disposal bag should be placed in the outside waste bin, at the end of your event.

Kitchen

You are welcome to use our kitchen facilities provided that:

- You **clean** anything you use, and **put it away** in the correct location
- You **remove all food** items, food scraps and packaging that you bring into the building, making sure to remove them from the fridges, cooker, warming cabinet and microwave.
- Please wipe the **work surfaces** using an antibacterial spray.
- You place the **kitchen wipes**, that you have used, in the waste bin, and place used bin liner(s) + contents into the **refuse container** outside the side door, **replacing** the kitchen wipes and bin liners from the stock in the walk in cupboard or the cupboard under the double drainer sink.
- You are responsible for any damage or **breakages** and must report it promptly using the black postbox that is held in the side lobby.
- You launder the tea towels you used and **return** them to the kitchen within 4 days.

Advice from our Local Authority Environmental Health team on safe food preparation and serving is provided in the binder with instruction manuals for all kitchen appliances on the worktop near the window. You are encouraged to read this material. **Please do not remove it** from the kitchen.



The **boiling water heater** is intended to supply boiling water for large teapots. It needs to be switched on about 15 minutes before the boiling water is required. Please switch it off when you no longer require boiling water. Hot water for handwashing and sinks is supplied from a different water heater which is left switched on. A kettle is available if you just require a few cups of boiling water.



All the plates, glasses, cutlery etc are housed in **labeled locations**. The equipment used for Sunday Teas is in cupboards that can be wheeled into the Hall when required. Please put everything back its labeled location, and make sure that the storage cupboards are returned to under the work surface.

If you cut yourself, please cover up the wound before resuming preparing or serving food. **High visibility blue wound dressings** are available in the first aid box – use of these first aid items is at your own risk.

PVC aprons are provided for the person operating the dishwasher. Please do not use Sunday Teas aprons for other events, as those aprons are specially laundered for each Sunday Tea.

If the kitchen appliances suddenly stop, but the lights in the main hall continue to work, the kitchen power supply may have become temporarily overloaded. The circuit breaker, high on the wall above the dishwasher, may be reset using a push button, and the appliances will resume working. Please report any such incident using the letterbox in the lobby.

If you need to replenish paper towels, soap, washing up liquid, disinfectant spray, dish cloths or bin bags, additional supplies are stored under the sink. The kitchen is cleaned weekly, and consumables are replenished.

You are asked to **tidy up** after your use of the kitchen. **Floor brushes** are housed in the understairs cupboard. If you intend to do extensive food preparation or use glasses/crockery, and you are not familiar with our kitchen, please ask the Hall Manager to arrange a kitchen **familiarisation** to cover use of the high speed dishwasher.

Ground Floor Heritage Meeting Room

If you make use of the chairs and tables, please restack them at the end of the room, after your meeting. If you need to use the toilets or kitchen and there are no users of the main hall, please make sure you carefully close the door to the main hall as well as the meeting room at the end of your booking and observe the guidance about use of these facilities.

This room has a powerful gas heater which is automatically controlled. It has wifi – which you can use at no charge. A projector and screen is available on request to the Hall Manager at the time of making the booking.

There is a fire alarm and bell by the entrance to the room. You will be alerted by the bell if the fire alarm is activated in the main hall and you are asked to evacuate the room. Normally, the best route to the assembly point in the car park is to exit using the passageway beside the main hall. If smoke or flames make that route too hazardous, turn left at the exit from the meeting room and use the gate into the garden of the Old School House. Go out of their front gate (opposite the post box) to the assembly point in the Village Car park. The gate through the Old School house garden is only to be used in an emergency.

Lobbies

The side lobby contains the ***the Village Hall Manager's letter box***. The electrical circuit breakers are encased in the accessible toilet. If there is an interruption to the ***mains supply*** you may be asked to reset the circuit breaker and other appliances. Please phone the Hall Manager if there is a mains outage.

The ***fire alarm control box***, one ***High Viz jacket*** and the ***emergency phone*** are in the side lobby. If the fire alarms are activated and there is no fire, please look at the "How To" card that is on top of the fire alarm control, to find out how to switch it off.

Upstairs Meeting room

This meeting room has 12 chairs and 4 double width tables. You can rearrange tables and chairs to suit your needs, but please restore them to the layout shown, at the end of your meeting. The cupboards are not for general use.

The room has wifi and optionally, use of projection equipment. The PC in the room is for Village Hall use only. A PC printer/scanner is available on request.

The lighting can be dimmed or brightened and a ceiling fan can be switched on if required. If you serve drinks, please use the drip mats provided.



The room is accessed using the stairs from the side lobby. If you need to evacuate the room because a fire is detected, descend using the main stairs and exit left by the side door, unless it is unsafe to do so. An emergency exit gate provides an alternative route to the right through the Old School House garden.

6.0 Supporting your Meeting or Event Problems

Any (not life threatening) problems that you encounter should be reported promptly using the mailbox, which is located in the side lobby. You can phone if there is an urgent matter, but the Hall Manager is only available part time and not “on call” 7 days a week or late in the evenings.

Publicity and Promotion

High Legh Community Association can help you publicize events or meetings that are open to High Legh residents. Email details to highlegh@gmail.co.uk and we can include it in our regular “What’s On” email to residents and the “What’s On” calendar in www.highlegh.org.uk. Information about organizations meeting regularly in High Legh can also be posted on this website.

You can put up a (max A4) sized poster on the Village Hall noticeboard and ask our Parish Council to add a poster to their 5 noticeboards. At modest cost, adverts can be placed in the quarterly, printed “High Legh Newsletter”. This publication is delivered to residents free of charge, and some are available in the Village Hall, local shops and sporting clubhouses in the area.