

CHARLTON MARSHALL VILLAGE HALL



www.cmvh.org.uk
info@cmvh.org.uk



HIRER INDUCTION

Thank you for choosing Charlton Marshall Village Hall for your event. Please read this induction thoroughly, as it covers important information about using the hall , including:

- Venue access
- In Case of Emergency
- Kitchen shutters
- Kitchen equipment
- Electric windows and blinds
- Bluetooth audio
- Hall screen and projector
- Tables and chairs
- Lift
- Meeting Room monitor
- Leaving

You may also wish to watch our 6-minute induction video which also covers some of the main points in this printed guide: www.cmvh.org.uk/induction



VENUE ACCESS



You will be given a keycode to access the building. This will be prominent within your booking confirmation email, and is important to note as you will need it to gain entry. The keycode will ONLY work between the start and end time of your confirmed booking.

KEYSAFE

The key safes A and B are to the left of the main door as you approach. To operate, key in the pin provided, press ENTER and open the key safe.



Please close the key safe when you have retrieved the key, and also replace the key and close the key safe when you leave.

IN CASE OF EMERGENCY

In the event of an emergency, please first ensure the safety of your visitors, evacuating the building if necessary.

EMERGENCY EXITS

In the main hall, the emergency exit is on the far side of the hall on the left as you enter. The main door can also be used as an emergency exit.

FIRE EXTINGUISHERS

There is a fire blanket in the kitchen and fire extinguishers in the main hall, entrance hallway and meeting room, but please ensure everyone in the building is safe as a priority and call 999 in the event of a fire.

FIRST AID

First aid kits are located both up and downstairs

- Kitchen first aid kit located on the back wall next to the fire blanket



- Meeting Room first aid kit location on the wall to the left of the fridge and water boiler



For more serious medical emergencies, please dial 999

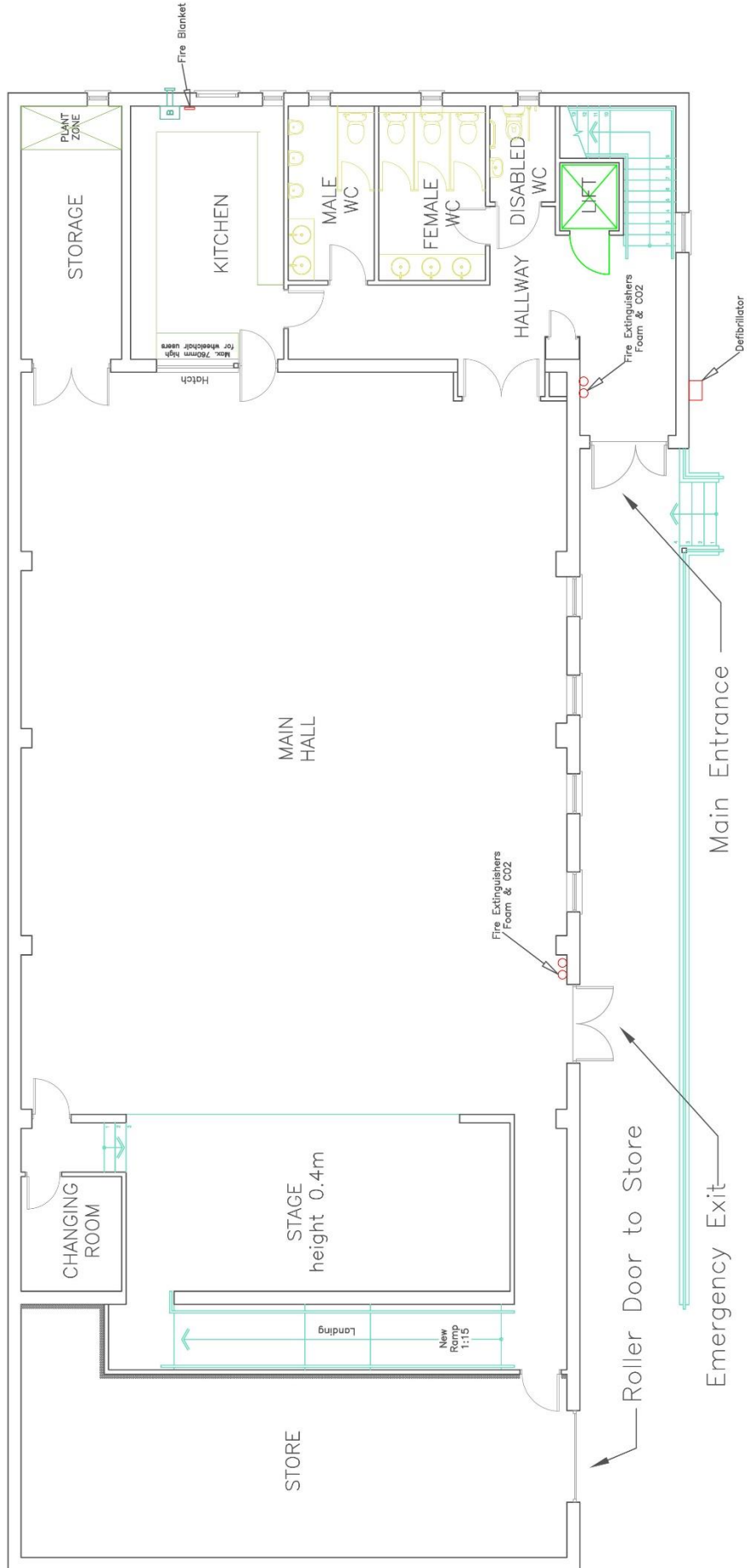
ACCIDENT BOOK

In the event of an accident, please contact us (see end of document) and add an entry to the accident book located on the window sill on the back wall of the kitchen, next to the fire blanket.

HALL POLICIES

A printout of the hall policies is available in a folder to the left of the entrance door in the main hall. Our policies can also be found online at www.cmvh.org.uk/policies

FLOOR PLAN – GROUND FLOOR



Registered Charity Number: 1191957

Green Close, Charlton Marshall. BLANDFORD. DT11 9PF

KITCHEN

SHUTTERS

The kitchen shutters are operated from inside the kitchen using the buttons to the right of the shutters.

In case of fire, the kitchen shutters will drop rapidly. For this reason, please ensure that nothing is placed under the shutter at any time.



KITCHEN EQUIPMENT

The kitchen fridge, cooker, microwave, dishwasher and hot water boiler are all available for your use. Please leave them in the same condition as when you arrived.

Hot water from the boiler is instant and the boiler is always on.

To use the cooker, turn on the red power switch on the wall above the cooker.



Additionally, the extractor fans must be on when using the cooker. The switch and instructions for using the cooker are on the wall to the left of the cooker.

A large selection of crockery and cutlery is available in the marked cupboards. Please note there are no sharp knives in the building. Any crockery and cutlery used must be thoroughly cleaned and replaced before you leave. Please inform us of any breakages via email at bookings@cmvh.org.uk.



If using the dishwasher, we recommend selecting a 30 minute 60 degree wash.



MAIN HALL

LIGHTS

The light switches for the main hall are the lower block of switches on the wall to the left of the entrance door.

- To switch lights on / off, press the buttons briefly once
- To dim or brighten the lights, press and hold the same buttons

ELECTRIC WINDOWS

In the higher block of switches, the electric window controls are those in the third row.

- To open the window, press and hold the button. **Please be patient, as it takes around a minute to open a window. Note the windows will *not* open if it is raining.**
- To close the window, press and hold the button. Please ensure the windows are fully closed before you leave.
- **Windows and doors should remain closed if your event is noisy**

ELECTRIC BLINDS

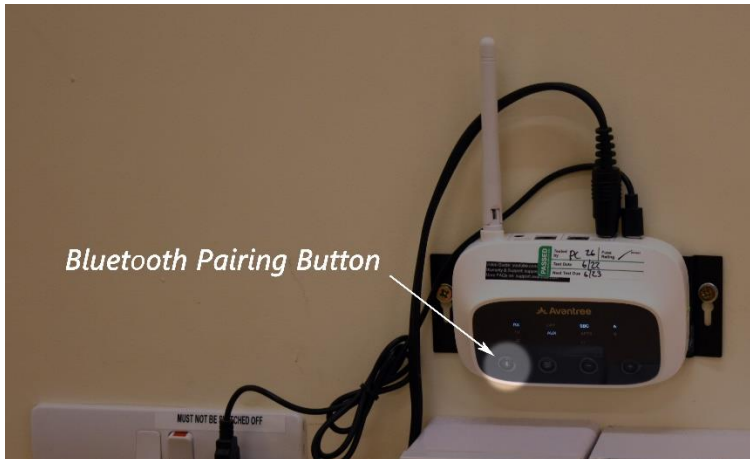
In the higher block of switches, the electric blind controls are those in the first and second rows.

- To close the blind, press and hold the button. **Please be patient, as it takes around a minute for the blind to close.**
- To open the blind, press and hold the button.

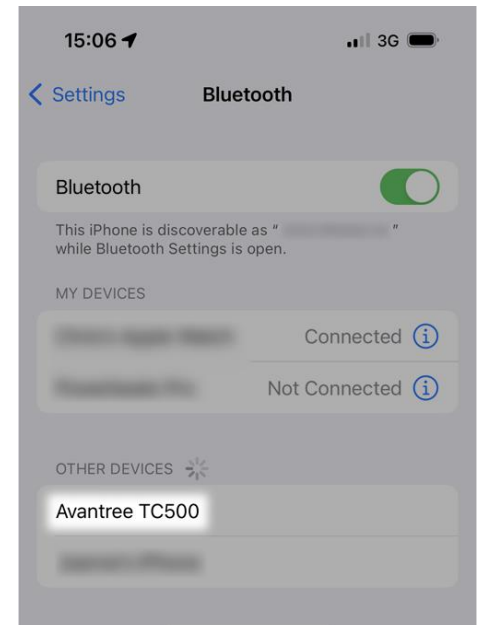
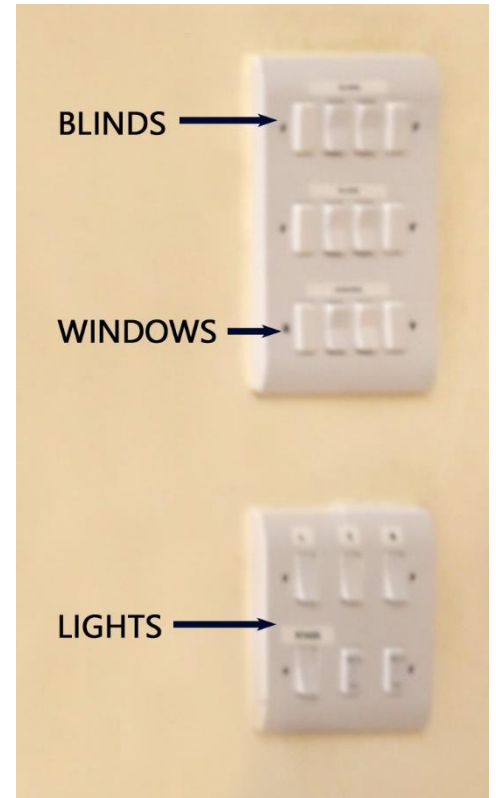
BLUETOOTH AUDIO

The bluetooth receiver is located on the wall on the right-hand side of stage. To pair your device:

- Press and hold the * button on the far left of the receiver



- Find "Avantree TC500" in your Bluetooth menu and accept the pairing
- **Music and noise must be kept to a reasonable volume**



PROJECTOR AND SCREEN

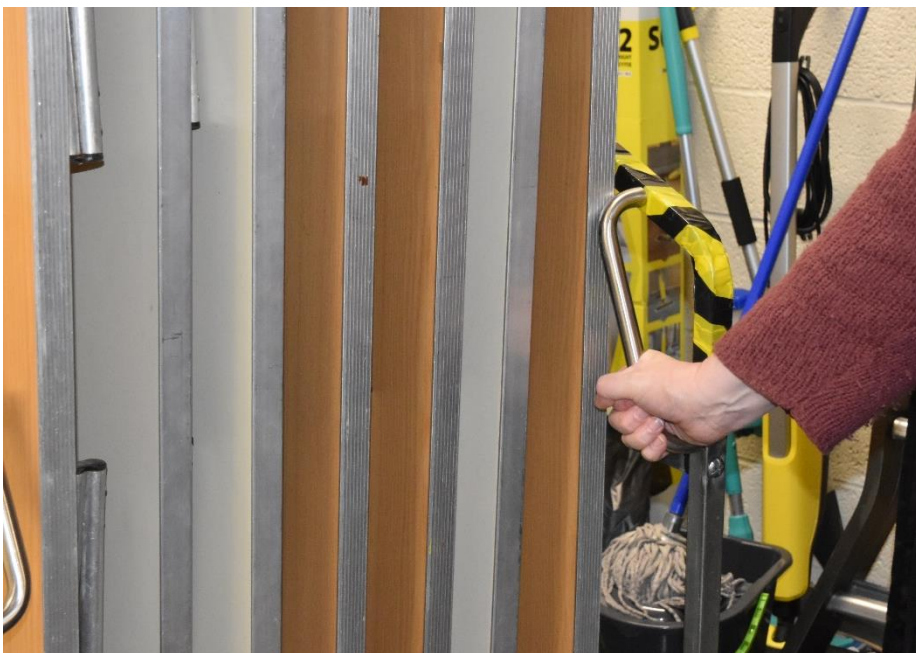
Please let us know in advance if the projector or screen are required, as access for these is behind a locked door.

TABLES AND CHAIRS

These are kept in the storeroom which can be accessed via the corridor and door to the left of the stage. **Please take care when moving these into the main hall, as clearance between the trollies and door frames is narrow.**



The table trollies have handles on the INSIDE of the cage to help protect your fingers.



LIFT

To operate the lift, open the door and enter the lift. Close the door, then press and hold the button for the floor which you require.



When the lift arrives, open the door to exit. Please ensure the door is closed again after you have exited.

MEETING ROOM

The meeting room which holds up to 30 people is located upstairs

A monitor is available in the meeting room for presentations. Instructions on how to connect are on a sheet to the right of the monitor. There is a mains power socket on the wall which will need to be turned on, and the monitor's own power switch is the largest switch on the underside, the position labelled as shown:

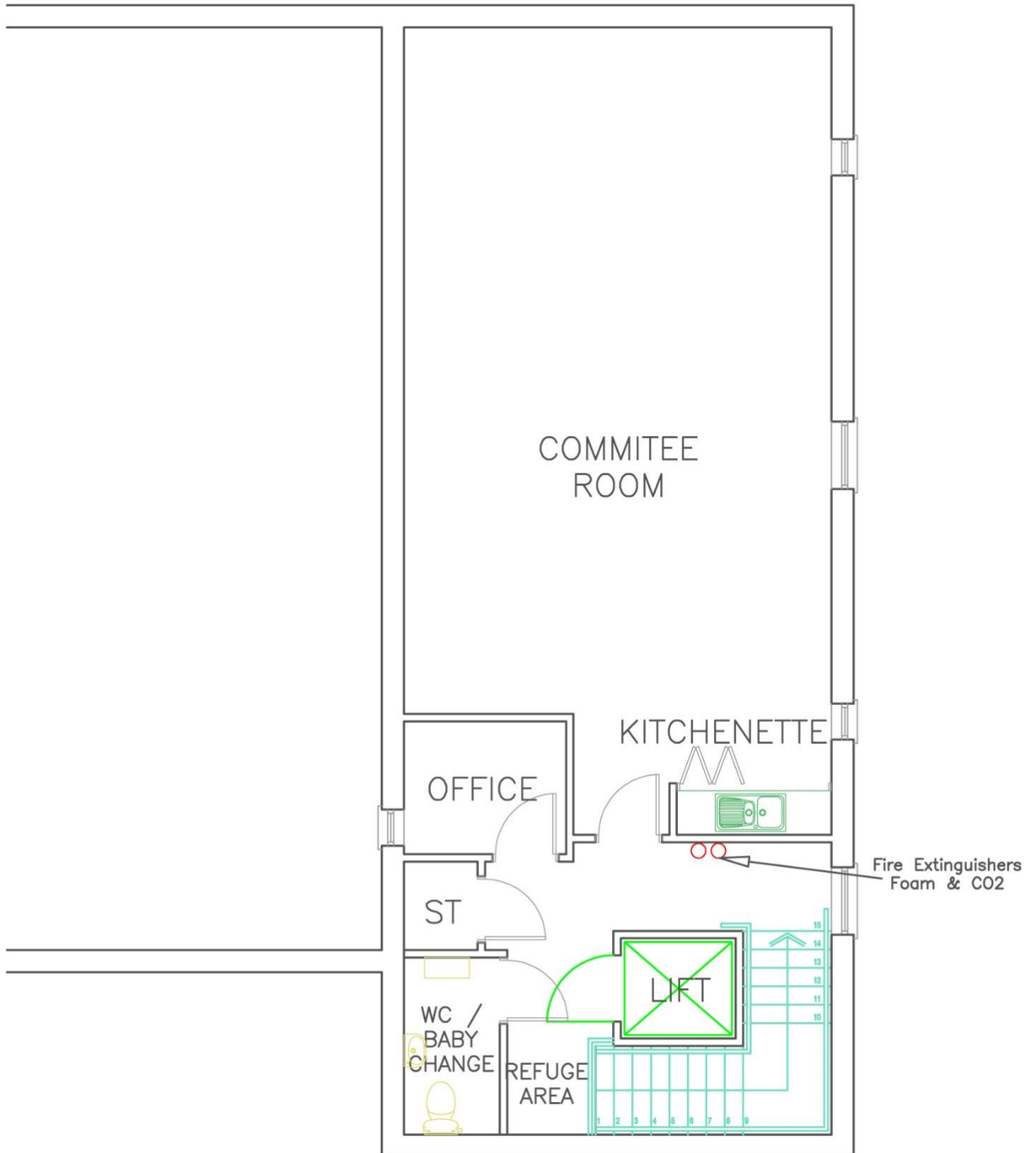


The meeting room has a fridge and hot water boiler, which is always on.

The meeting room can be booked in addition to or separately from the main hall.

There is also an additional toilet upstairs, and this is also the location of the baby change facilities.

FLOOR PLAN – FIRST FLOOR



Registered Charity Number: 1191957

Green Close, Charlton Marshall. BLANDFORD. DT11 9PF

LEAVING

When leaving, please:

- **Take all waste with you, as we do not have a waste collection service**
- Turn off all taps
- Close all windows and doors (including internal ones)
- If applicable, replace the key and close the keysafe
- **Please leave the premises quietly by the end time of your booking.**
- **Guests should be particularly discouraged from congregating outside, keeping noise to an absolute minimum**

HIRE RESTRICTIONS

For full details, please read the Conditions of Hire, which can be found online at www.cmvh.org.uk/policies, summarised below:

- **WASTE:** All rubbish / litter should be removed and taken home, as **we have no waste collection services.**
- **NOISE: Please respect our neighbours:**
 - Music and noise must be kept to a reasonable volume
 - Windows and doors should remain closed
 - Guests should be particularly discouraged from congregating outside, keeping noise to an absolute minimum
 - Please leave the premises quietly by the end time of your booking.
- **BOUNCY CASTLES:** The hirer who supervises the bouncy castle obtains their own public liability insurance and the bouncy castle provider also has insurance. We require copies of your insurance documents to be sent to the bookings secretary within ten days of requesting a booking. This requirement is stipulated by our insurers, and we have no control or influence over this. We understand that this is to cover the eventuality that the bouncy castle provider's company insurance is found not liable for an incident, in which case the personal liability insurance of the hirer provides the insurance cover required. Some of previous hirers have found [Protectivity Insurance](#) to be a helpful supplier.
- **PROHIBITED: Our insurance prohibits** the use of Pyrotechnics, Foam Machines, Bubble Machines, Snow Machines, Smoke and Haze Machines
- **ALCOHOL:** We do not currently have an **alcohol** licence, so if you wish to sell alcohol, you must obtain your own licence from the Council.
- **EQUIPMENT:** Our insurance does not cover any equipment brought onto the premises

CANCELLATIONS

- **Cancellations within 14 days of your event are non-refundable.**

CONTACT

Depending on the urgency of your request:

- **If you have an urgent question or problem during your event, please use the emergency contact number on the noticeboard.**
- For any questions prior to your event or for feedback afterwards, please email info@cmvh.org.uk (please allow up to 48 hours for a response)

We wish you every success with your event and ask that you contact us if any you have any problems.