

THRELKELD VILLAGE HALL



INFORMATION ABOUT THE HALL AND ITS USE

GENERAL BACKGROUND

Welcome

Welcome to Threlkeld Village Hall, also known by its traditional name of Threlkeld Public Room.

This booklet explains about the Hall and how to use it. Anyone booking or using the Hall will need to certify that they have read it and understand it.

Key points are:

Use of the Hall must always be responsible, with respect to the accommodation, facilities and equipment.

All users must leave the Hall in a clean, tidy and safe condition – this applies everywhere, but especially kitchen and toilets. Rubbish must be disposed of properly; any excessive rubbish must be taken away or left organised to be put into white sacks for which a charge will be made.

All heaters and electrical appliances must be switched off before leaving the building.

All users must understand that they have a responsibility for the health and safety of themselves and others using the Hall. Those booking the Hall must ensure that there is a clearly responsible person present at all events; and that any children (under 18) are properly supervised by an adult.

Please take special note of the fire safety instructions. Do not switch off or cover up the emergency lights.

HISTORY OF THRELKELD VILLAGE HALL

The Village Hall dates originally from 1901, when it was built on land donated by a local benefactor. It has been extended and improved over the years, and continues to serve as the main place of public assembly in Threlkeld, used for a whole range of social, recreational, educational and civic purposes. Plans for a major revitalisation and extension of the building are now at an advanced stage, with national and local fundraising in support of this taking place.

AIMS OF THIS BROCHURE

This brochure is aimed at any individuals/organisations using or wishing to use the Hall. It is designed to ensure that those using the Hall get the most from it by

- explaining various operational details and rules
- outlining some specific health and safety requirements which all users will be expected to observe
- providing a range of background information which some users may need or find interesting
- offering an opportunity for feedback.

HOW TO GET TO THRELKELD VILLAGE HALL

The Village Hall is situated towards the Keswick end of the village. It can be approached from either turn off into Threlkeld from the A66. It has a car park. For sat-nav purposes the postcode is CA12 4SX.

Access by bus is easy. The X4/X5/X50 services between Keswick and Penrith pass the Hall. There is a bus stop a few yards from the entrance (known as the Old Post Office). Buses are roughly hourly (two hourly on Sundays and Bank Holidays) from about 6.30am until 11.00pm.

There is a wheelchair ramp into the Hall from the rear entrance.

FACILITIES AVAILABLE

The facilities available include:

Main Hall

Approx. 15mts x 7mts
Licensed for up to 200
Tables/chairs for 80-100

Available by arrangement when booking, usually at no extra charge

- Simple PA system
- Portable platform staging
- Good quality white crockery (80 place settings)
- Controllable overhead spot lights



Small (Committee) Room

Approx. 6mts x 5mts
Will seat 25 – 30
Comfortable, carpeted room



Kitchen

Use of the well equipped kitchen is included in hire charges. **However, this is never exclusive use unless you have booked both the Main Hall and the Committee Room.**

Car Park

There is a car park which accommodates about 15 cars. This functions as a public car park, and so places may not be available. However, if you need to use it or require definite spaces to be reserved, this can be arranged provided you mention it well in advance. (There may be an extra charge for this).

BOOKING THRELKELD VILLAGE HALL

How to book

To book Threlkeld Village Hall, the easiest way is to write to Mrs Sylvia Tuer Grange Farm, Threlkeld, Keswick, Cumbria CA12 4RX. Or email villagehall@threlkeldweb.co.uk. Please give a telephone number as well as an email address, since it is often easier to sort things out by telephone.

Provisional bookings can be made at any time. If you make a provisional booking, we will contact you if someone else subsequently wants to book at the same time, to see if you want to make your booking a firm one. Provisional bookings must be confirmed at least **one month beforehand** if the reservation is to be regarded as firm.

Normally we will expect a booking to be confirmed in writing. All people and organisations making bookings will be expected to complete and sign a booking agreement covering key aspects. This will be given to or emailed to the point of contact and will need to be completed, signed and returned to Mrs Tuer or to the Secretary in advance of the booking commencing. This is especially important for bookings where the use involves people under 18 or vulnerable adults.

When booking, even provisionally, we will need a clear name, address, telephone number and if possible an email address as a contact point.

Bookings will only be accepted from people aged 18 or over, and this will be assumed on our part when taking a booking.

Payment/deposits

Payment can be at or before the event, in which case a confirmatory invoice will be sent; or via invoice sent after the event, with payment due within 7 days. Alternative arrangements (eg payment for a series of bookings) may be made with the Treasurer.

We reserve the right to require payment in advance and/or to require an advance deposit of up to £200 to cover possible damage or cancellation charges. This will normally only apply to bookings from individuals outside Threlkeld and bookings for private social functions. The deposit will be returned after the event once the booking fee is paid, less any sums required to cover any damage, extra cleaning etc.

All payments must be made in cash for which a receipt will be given; or by cheque payable to "Threlkeld Village Hall".

Charges

Booking charges (from December 2011 until November 2012) are:

£5.00 per hour for the Main Hall
£4.50 per hour for the Meeting Room
£9.00 per hour for both rooms together

Camping: £6.00 per person per night

Electricity: 20p per unit (charged on how much used)

Rubbish disposal: rubbish requiring disposal in white sacks will be charged at £2.00 per sack (charged on the number used)

Please include any time you need for setting up/clearing up when you book.

Cancellation of bookings

Depending on the circumstances, we reserve the right to make a charge for cancellations which take place within two weeks of the booking.

Electricity

Where an electricity charge is payable with the booking, the hirer is responsible for recording electricity usage on the sheet provided for this purpose (which is normally kept in the entrance hall). The electricity meter is in the meter cupboard adjacent to the main entrance.

We trust people to record electricity usage correctly, but we do check the meters regularly, and any deliberate mis-recording will be viewed seriously.

USING THE HALL

Keys on arrival and departure

Make any arrangements about access, picking up a key etc with Mrs Tuer. keys can usually be picked up from Mrs Tuer (who lives next door to the Village Hall). If keys are retained, they can be given back to Mrs Tuer on departure, and if she is not there then the Hall should be locked and the keys posted through her letterbox (please check that all doors are locked and all the heaters, lights and electrical equipment are switched off first).

The Main Hall

Entrance is normally from the Village Hall main entrance and porch. There is another door into the Main Hall which functions mainly as an emergency exit. ***If you open this door for any reason, please ensure that it is properly closed and locked afterwards, and if you have difficulty doing this please ask for help. Do not on any account leave this door open if the building is unattended.***

Light switches for the strip lights and some small spot lights are located high up on the wall next to the door through to the Small Meeting Room. ***Ensure that lights have been switched off before you leave the building.***

When the main lights are off, emergency access lights are on at all times. ***Please do not attempt to disable these or cover them up. This is a serious health and safety matter and any breaches of this rule cause a serious risk.***

There are some special stage lights. These are operated by a completely independent system and will normally not be functioning. The stage lights are very flexible, can be clear or coloured, and fully controllable from a ground level console. They give a really great atmosphere to any kind of theatrical, musical, social or presentational event. ***If you need or are interested in the stage lighting for an event, you must discuss your requirements in advance, as special arrangements will be needed to set them up and operate them. There may be an extra charge for this, but usually we are happy to include this service in the normal hire charge.***

The radiant heaters are controlled from switches in the meter cupboard next to the main entrance; if this is locked ask the Hall Caretaker to unlock it. The switches are clearly marked. ***Please minimise the use of heating, it is very expensive; you will anyway be charged for electricity used. It is absolutely vital that you remember to switch off the heating before***

leaving the building. If heaters are left on, users will be charged for the excess electricity used; this could be very expensive indeed.

There are folding blinds on all windows in the Main Hall, operated by cords at one side. They provide a full blackout if required. The blinds can also be pulled aside by a cord at the side. ***Please be careful with these blinds. Do not attempt to close the curtains as this can damage them.***

The Small Meeting Room

The radiant heaters are controlled from switches in the meter cupboard next to the main entrance; if this is locked ask the Hall Caretaker to unlock it. The switches are clearly marked. ***Please minimise the use of heating, it is very expensive; you will anyway be charged for electricity used. It is absolutely vital that you remember to switch off the heating before leaving the building. If heaters are left on, users will be charged for the excess electricity used; this could be very expensive indeed.***

There are also two convector heaters normally kept in the Small Meeting Room. These are more efficient forms of heating than the radiant heaters and are usually sufficient to heat this room on their own. They are controlled by normal wall switches. ***Please remember to switch the convector heaters off before leaving.***

The Toilets

There are separate Ladies and Gents toilets. There is one Disabled Toilet which is in the Ladies.

Please switch the toilet lights off when not in use.

Condensation in the toilets is sometimes a problem. There are small heaters installed in both toilets, and part of the condensation problem is because people do not use these. ***If you are using the Hall for an event/activities where the toilets will be used by significant numbers, turn on the heaters in the toilets about 45 minutes before the event; but remember to turn them off after your event has finished.***

You will not have exclusive use of the toilets unless you have booked both the Main Hall and the Committee Room. This may have implications for uses involving children/young people under 18, in which case appropriate arrangements must be made.

There are some public toilets in the car park. These are run quite separately from us, by Eden District Council.

The Kitchen

The kitchen is equipped only for incidental catering in conjunction with events and activities. It contains:

- A cooker
- Kettles and a large water heater
- Urns for hot water
- A serving trolley
- A fridge
- A range of utensils, cutlery and crockery (up to about 40 settings)
- Tablecloths etc
- Preparation surfaces
- A sink and draining board

Please use the kitchen responsibly. Do not allow any children under the age of 12 to be in the kitchen without close and continuous adult supervision. Ideally children should not be allowed into the kitchen at all.

Anything used should be scrupulously cleaned and returned after you have finished with it. All surfaces should be thoroughly cleaned and disinfected after use. Do not leave any food in the fridge.

Dispose of all waste in the recycling bins or in plastic sacks. If you need plastic sacks for rubbish, ask the Hall Caretaker.

Do not leave any cleaning materials or similar in the kitchen – either take them away, dispose of them properly or give them to the Hall Caretaker. Failure to do this is a breach of health and safety regulations.

There is a First Aid kit kept in the kitchen.

Take sensible precautions to prevent risk of fire. There is a fire blanket and fire extinguisher in the kitchen.

Unless specific arrangements have been made, you will not have exclusive use of the kitchen. Very occasionally users have to work round one another, but this has never caused any difficulty.

The Store Room

The Store Room is off the main entrance porch. It can be locked to provide secure storage if needed. If you need access and it is locked, get the key from the Hall Caretaker.

You may need to get access to the Store Room for:

- Tables
- Chairs

- Staging
- Ladders
- Some special equipment

No unauthorised person should go into the Store room. Children under the age of 12 should not be allowed into the Store Room at all.

Be very careful indeed when moving things in the Store Room. Treat anything in there with respect and caution.

If you are moving tables, chairs etc, please take very great care, and do not attempt to move or lift heavy or awkward items yourself.

The car park

The car park accommodates about 15/16 cars, but these spaces may already be occupied. If you need any special parking or vehicular access arrangements, discuss these in advance. Car parking is free, but there is an “honesty box” for donations for car parking.

There is a light for the car park – the switch for this is one of three up on the right above the *front* door of the Hall. ***Please make sure this is switched off when you leave; and DO NOT LEAVE IT ON OVERNIGHT.***

Parking in front of the Hall is allowed but is discouraged because it blocks access and causes problems for other traffic, especially the buses. Please limit car parking there to unloading and loading.

If the car park is full, it is usually possible to park in Dickney Car Park, which is about 300 metres away up Blease Road (the road up towards the Blencathra Centre). It is also possible to park on Station Road, the road on the left in the Keswick direction.

Electricity

All the main switches and fuses and the switches for wall heaters are in the cupboard next to the main entrance. .

Accidents

There is a First Aid kit kept in the kitchen, just inside the kitchen door. If you have occasion to use this, please inform Mrs Tuer so that items used can be replaced.

All accidents, other than those of a very minor nature, are to be recorded in the accident record book(s). These are kept in the kitchen drawers.

The Village Hall has procedure for reporting more serious accidents to the relevant authorities.

Emergency Services

Doctors: Castlehead Medical Centre Ambleside Road Keswick. Tel: (017687) 72025	Bank Street Surgery Keswick Tel: (017687)72438
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Hospital: Keswick Cottage Hospital
Tel: (077687) 67000

No Smoking

The Hall is a “no smoking” building, it is against the law to smoke anywhere inside it, and fire alarms may be set off if smoking takes place. .

There is space to smoke outside the back door and containers with sand in them are provided for cigarette butts, matches etc. Please use them.

Catering

We do not provide a catering service, so you will need to cater for yourself or bring in some outside caterers (although if you are running an event where some simple catering would assist, it is worth asking since we may be able to assist). You can use the crockery in the kitchen (enough for about 40). If you want to have a full dinner/supper, we have available a special set of 80 white place settings for a full meal.

Kitchen and other rubbish

Please dispose of rubbish by using the recycling bins provided in the kitchen and in the rear lobby. These are emptied by Mrs Tuer. ***If you generate more rubbish/waste than can be accommodated in the containers provided, put this into black plastic bags (ask Mrs Tuer for these if needed). Then please take away the additional amounts and dispose of these yourselves, or leave them to be disposed of by us in white sacks, which will be charged at £2.00 per sack (NB a white sack will take about two black sacks full of rubbish). If extra rubbish of any description is left behind for others to dispose of, then we will make an additional charge.***

Security

Please note that all Hall users must look after their own property and valuables. The Hall is often used by various groups of people at the same time, and is also easily accessible. Please take appropriate action if you see anyone acting suspiciously.

If you have any valuable items, please keep an eye on them when in the Hall, and otherwise leave them in your car if you have one. Take sensible precautions regarding security of cars, and make sure any valuables in them are out of sight.

If you do want to leave any property which needs to be kept safe, discuss this with Mrs Tuer. We can usually make arrangements for safe keeping either within the Hall or off the premises.

Equipment

We have high quality portable staging available – six sections which are 2m long, 1m wide and 30cms high, which can be assembled in any configuration. If you want to use staging, make arrangements in advance because we need to make sure that it is assembled and dismantled by someone who knows how to do it. Normally there is no extra charge for using this staging.

Two banks of four stage lights are mounted in the Main Hall – colours and direction can all be adjusted. They are useful for any kind of production or event where special lighting effects are useful. These lights have a special circuit and control board. If you want to use stage lights for any kind of event, make arrangements in advance so we can set them up to your requirements and show you how to work the console. Normally there is no extra charge for using these.

We have a small PA system with a microphone and a connection for a CD player etc. If you want to use this make arrangements in advance. There is no additional charge for this.

For sit down dinners/suppers etc we have 80 place settings of high standard white crockery available. If you want to use this then it must be arranged in advance as it is stored separately. There is normally no charge although we may ask for a deposit.

NB Normally no extra charge is made for using any of the above, but it is very useful for some events and a donation would be appreciated

FIRE SAFETY RULES AND PROCEDURES

The following key rules and procedures should be observed:

1. On arrival, all Hall users should familiarise themselves with the location of fire exits and fire extinguishers and with the fire safety instructions posted. Group Leaders should brief themselves and those for whom they are responsible on fire safety and evacuation procedures. Special attention must be given to the requirements of any people with disabilities.
2. The Hall is equipped with smoke detectors and fire alarms. The fire alarms are tested regularly, normally when the Hall is not in use, so any fire alarm must be regarded as genuine, the Hall evacuated and the emergency services summoned. The assembly point for a roll call after evacuation is almost opposite the Village hall by the War Memorial.
3. Conduct within the Hall must avoid fire hazards. Portable heaters in unoccupied rooms must be switched off, and all portable heaters must be switched off when people are sleeping. Electrical sockets must not be overloaded. Stoves etc must be switched off when not in use and kept under observation when in use. Candles must not be left unattended. Flammable material must be handled, transported, stored and used properly. No smoking at all is allowed in the Hall.
4. Do not obstruct the emergency exits. Do not attempt to obscure the emergency lighting.

MUSIC

The Hall has PRS and PPL licences allowing use of live and recorded music. These apply to all Hall users except anyone playing recorded music as part of an event such as an exercise class for which a fee is charged, who need to have their own PPL.

All music must stop at 11.45pm at the latest.

LICENSING AND ALCOHOL

The Hall is not licensed for the sale of alcoholic beverages. Giving alcohol away as part of an event (with or without *donation* of money to a designated charitable fund) is permissible. For *sale* of alcohol under the 2003 Act now in force, unless a personal licence-holder is supplying the alcohol, a temporary event notice is necessary signed by a personal licence holder. For licensing purposes we are covered by Eden District Council. Information and forms can be downloaded from www.eden.gov.uk or obtained from Licensing Department, EDC, Town Hall, Penrith, Cumbria CA11 7QF. Two application copies must be sent to the authority, and one to the police, giving at least 10 working days' notice.

Serving alcohol to people aged under 18 is not permitted.

Please remember, especially in the evening, that people live nearby and be careful about noise outside.

Please tidy up and leave the place as you found it. Any damage should be reported, and we reserve the right to recover any costs of damage.

EQUALITY POLICY

The Village Hall Trust has an equal opportunities policy which is displayed in the Hall. We expect all people who book and who use the Hall to comply with this. There must be equality of opportunity for all people, and no-one must be treated less favourably than any other person or group of persons because of their age, gender, marital status, race, class, colour, ethnic or national origin, mental or physical ability, political or religious belief.

ENVIRONMENTAL POLICY

The Village Hall Trust has an Environmental Policy which is displayed in the Hall. All those who book and use the Hall are expected to respect the environment and do all they reasonably can to minimise use of resources and transport, to recycle waste, to reduce their impact on the environment and to promote conservation.

CAMPING GROUPS

The Hall is quite often hired to groups for “camping”.

Camping groups must take special note of the references in this document to safety, security, fire precautions and general use of the building.

There are some special points which relate to these groups:

- a camping group must normally restrict itself to the Main Hall, although we have no objection to use of the Small Room for sleeping if it is available
- unless specific arrangements have been made, we may request campers to move their possessions to one side, including in the kitchen, between 9.00am and 6.00pm, so that the Hall can be used by other people (this has never caused any difficulties)
- camping groups frequently leave possessions around unattended during the day; this normally presents no problem, but it is wise not to leave anything of value, if necessary make some special arrangements for these.

MANAGEMENT OF THRELKELD VILLAGE HALL

Threlkeld Village Hall Trust is a Registered Charity (number 231380). It is responsible for all aspects of the management of Threlkeld Village Hall. The ***objective*** of the Trust is:

“ the provision and maintenance of a village hall for use by the inhabitants of Threlkeld without distinction of political, religious or other opinions, including use for (a) meetings, lectures and classes and (b) other forms of recreation and leisure time occupation, with the objective of improving conditions of life for the inhabitants”.

Trustees are *Donald Angus, Roger Bragg, Carolyn Cripps, Alison Critchlow, Sue Dunn, Adrian Eddleston, Steven Oldfield, Trevor Roberts, Gill Winter.*

Officers are:

Chairman: *Trevor Roberts*
Garden Cottage
Threlkeld
Keswick
Cumbria CA12 4SQ

Email: jtroberts@headsnet.com

Vice Chairman: *Gill Winter*

Secretary: *Steven Oldfield*
Beckside
Threlkeld
Keswick
Cumbria CA12 4RT

Email: kathysteven@tiscali.co.uk

Treasurer: *Neil Beresford*

Hall Caretaker

Sylvia Tuer
Grange Farm, Threlkeld, Keswick, Cumbria CA12 4RX