

LITTLETHORPE VILLAGE HALL
BIDDLE ROAD, LITTLETHORPE, LEICS. LE19 2HE

IMPORTANT INFORMATION FOR USERS

BEFORE YOUR EVENT

You will need to collect keys for the Hall and car park from the Parish Office on Desford Road a few days before your event is due to take place. The Parish Office is open 9.00 am to 1.00 pm Monday to Friday. When your event is over, the keys need to be posted through the Parish Office letterbox on the side of the building opposite Weavers Court Car Park.

Hirers are strongly advised to take out adequate insurance. Narborough Parish Council is only insured against any claim arising out of its own negligence.

THINGS TO BRING WITH YOU

It is a condition of use that **all rubbish and recycling** is removed from the premises after an event/class and therefore a supply of black bin liners should be brought with you. If you will be using the kitchen facilities, please bring tea towels and trays/pans (if you plan to use the cooker).

PARKING

In order to minimise the impact of additional parking on neighbours, hirers are requested to use the small car park at the rear of the building. On street parking is also available at the front of the building. Please park considerately. The car park and pedestrian gates must be closed and locked on departure.

DURING YOUR EVENT

CENTRAL HEATING - The central heating is always on and can be turned up during colder spells by adjusting the thermostat which is located next to the Boiler Room door.

HOT WATER - The kitchen has a water heater which needs switching on about 10-15 minutes before required. Allow the water to reheat after prolonged use and ensure all lights are steady (not flashing) prior to use. On occasion the water heater may be out of action, in which case kettles are available. **PLEASE TURN THE WATER HEATER OFF WHEN YOU LEAVE.**

COOKER – Please ensure the cooker is turned off when you leave.

POWER TRIPPING OUT - If the power trips out, which occurs on occasion if the power is overloaded, take the load off and re-set the circuit breaker which is located in the left hand, lower cupboard as you enter the kitchen.

SAFETY INFORMATION – Emergency lighting, fire extinguishers, fire escape routes and safety information posters are located throughout the building. During all times when the Hall is occupied, **the side pedestrian gate and/or car park gate must be kept unlocked to allow for an emergency evacuation.** It is the hirer's responsibility to familiarise themselves with the safety information and observe the Conditions of Use.

EXIT CHECKLIST - PLEASE ENSURE THE FOLLOWING:

- All heating is turned to low and water heater and cooker are switched off ✓
- All rooms are reasonably clean and tidy ✓
- All furniture is returned to its storage position ✓
- All windows are closed in hall, kitchen and toilets ✓
- All rubbish is taken away and fridge emptied ✓
- All lights are turned out, including individual cubicles in toilets ✓
- All belongings are removed. We accept no responsibility for left items ✓
- The feedback/incident form is completed ✓
- All external doors are securely locked and the car park gate is closed and locked before returning the keys/feedback form through the letterbox at The Parish Centre, Desford Road, Narborough LE19 2EL (opposite Weavers Court car park) ✓

AFTER YOUR EVENT

If you have paid a Security Deposit and all Conditions of Use have been complied with and there is no excessive cleaning or any breakage charges, you will receive a cheque within 14 days after your event, made payable to the person indicated on the hire form and sent to the address provided.