

# EAST TISTED VILLAGE HALL

Gosport Road, East Tisted, Hampshire GU34 3QW

[www.easttistedvillagehall.org.uk](http://www.easttistedvillagehall.org.uk)  
[enquiries@easttistedvillagehall.org.uk](mailto:enquiries@easttistedvillagehall.org.uk)

## INFORMATION SHEET FOR ALL HIRERS

Thank you for choosing East Tisted Village Hall.

To help you make the most of your visit please familiarise yourself with the following information.

“The Committee” means East Tisted Village Hall Management Committee

### Booking Checklist

•	Complete, and submit, the online Booking Enquiry Form and, if applicable, the Bar Request Form. These will be found at <a href="http://www.easttistedvillagehall.org.uk/booking-the-hall">www.easttistedvillagehall.org.uk/booking-the-hall</a> .
•	Upon the Booking Secretary confirming availability, an Invoice will be raised and emailed to the address you provided. The Invoice will provide the Village Hall bank details to enable payment by BACS. You will receive this email from the Treasurer - <a href="mailto:treasurer@easttistedvillagehall.org.uk">treasurer@easttistedvillagehall.org.uk</a>
•	Payment to be no later than 1 week prior to your booking. Make payment and advise Treasurer of payment made to <a href="mailto:treasurer@easttistedvillagehall.org.uk">treasurer@easttistedvillagehall.org.uk</a>
•	Key Arrangements – Once full payment has been received, the Bookings Secretary will provide details of the access code for the Key Safe located by the front door. Please ensure that the key is returned and locked back in as soon as your hiring ends. (Please contact <a href="mailto:secretary@easttistedvillagehall.org.uk">secretary@easttistedvillagehall.org.uk</a> if you have not received your notification prior to your booking.)

### Location of Hall

The address is The Village Hall, Gosport Road, East Tisted, Hampshire GU34 3QW.

what3words : <https://w3w.co/convinced.geek.award>

### Car Parking

There are spaces to the front and rear of the Village Hall. There are also a few parking spaces opposite the Village Hall just off the A32. Take care with parking, opening doors and safely crossing the A32.

We recommend bringing working torches with you where you are arriving and/or leaving the Village Hall when dark. There are no street lights. Lighting at the side and rear of the Village Hall is limited.

There are uneven surfaces around the Village Hall so care is required when parking your vehicle and walking.

Please park considerately and do not block the neighbouring properties driveways. Please do not park on the lane beside the Village Hall leading up to the rear car park.

### Telephone

The Village Hall does not have a telephone. You are advised to bring a fully charged mobile phone for use in case of emergency.

### Wifi

The Village Hall does not have wifi.

East Tisted Village Hall, Gosport Road, East Tisted, Hampshire GU34 3QW  
East Tisted Village Hall is a Registered Charity Number 301811

## Start of Hire

Unless otherwise directed by the Bookings Secretary or their representative, the Village Hall keys will be available from the Key Safe located in the porch, on the wall to the left of the front door. The Bookings Secretary will provide you with the combination number – which is changed from time to time, for security purposes.

There is one key for the outside front door.

Please ensure that everyone involved with the hire is aware of the hire period and that they will not be able to enter before or remain after the hire period, unless prior consent has been given by the Bookings Secretary or their representative. Your hire period includes 15 minutes before the hire period and 15 minutes after the hire period for setting up and clearing up respectively.

The light switches are to the left of the doors, when coming into the Village Hall. Each switch is labelled.

## Safety

The Village Hall has a No Smoking policy. This includes vaping.

Fireworks are strictly prohibited inside and outside.

The Village Hall does not have a garden area.

Please ensure that all your guests know where the Fire Exits are located. These are located at the side and front of the Village Hall.

In the event of a fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits. Once you are safe, please call 999 and ask for the Fire Brigade. The postcode to use is GU34 3QW. what3words - <https://w3w.co/convinced.geek.award>

Please familiarise yourself with the locations of the fire extinguishers, fire blanket and fire doors. Fire extinguishers may be used to aid safe evacuation. Please do not endanger yourself or others by staying to fight a fire.

Details of any fire, however small, must be given to the Bookings Secretary or any member of the Committee at the earliest safe opportunity.

A **First Aid Box** is located in the kitchen.

A **Defibrillator** is available on the outside of the former Village Shop and Post Office building. (Turn right from the Village Hall onto the A32, immediately turn right into the village, continue for approximately 0.4 miles and it will be on your right. It takes approximately 1 minute to drive).  
what3words - <https://w3w.co/unroll.stolen.legwork>

Please do not use drawing pins, Blu Tack (or similar products) or Sellotape on the walls or other surfaces, either inside or outside the Village Hall. Do not fix decorations near light fittings or heaters.

## Kitchen

There is an electric oven with hob, microwave, kettle, fridge with small freezer area, crockery and cutlery, and dishwasher. Cleaning products, cloths and dishwasher detergent are located in the cupboard under the sink. The light switch is behind the door into the kitchen.

Please be aware that if you are preparing, serving or selling food you must observe all relevant food health and hygiene legislation because **YOU** will be responsible for any outbreak of food poisoning!

East Tisted Village Hall, Gosport Road, East Tisted, Hampshire GU34 3QW  
East Tisted Village Hall is a Registered Charity Number 301811

A dishwasher is available. If you use the dishwasher please ensure that you allow time within your hire period for the cycle to finish so you are able to empty the dishwasher and return all items clean and to their original storage location.

If you use the drop down worktop into the kitchen area please ensure that the worktop is returned to the upright position and the catch fully engaged to retain the worktop in its upright position.

### **Licences – Alcohol and Entertainment**

If alcohol is to be consumed, in any form, or you are unsure about your licensing requirements you **must** discuss this with the Booking Secretary prior to booking the Village Hall.

Hirers must abide by the terms of the Village Hall Licence(s).

Please be aware that the bar manager has the right to refuse final booking depending upon the type of function. If the bar is booked no other alcohol can be brought into the Village Hall or consumed either inside or outside the Village Hall. The bar manager has the right to close the bar if it is deemed that the persons on the Village Hall consuming alcohol have either not purchased from the bar or are under the legal drinking age of 18 years.

The **Bar** is **CASH ONLY**. Please advise your guests of this prior to your event. The Village Hall does not possess a card reader.

### **Heating**

This is provided via an oil boiler. If you adjust the heating (information provided on notices by the heating boiler located in a cupboard in the kitchen) please return to the same setting at the end of your hire. Although, there should be no need to adjust the boiler controls.

Please do not adjust the individual radiators as this will result in the Village Hall being too cold or too hot for subsequent users. If you adjust the thermostat in the main hall please return to 20c at the end of your hire period.

*(Please be aware that the Village Hall, along with other venues, is endeavouring to keep the hire rate as reasonable as possible and oil and electricity costs are a substantial factor in setting the hire rate.)*

### **Electricity for the sockets in the Main Hall and hot water.**

This is via a coin operated meter which is located in the kitchen alcove close to the ceiling. There is a small step ladder provided to obtain safe access to the meter. The meter takes £1 and £2 coins. *(Note: If your coin goes through the meter, please try another coin).*

The hot water switch is located close to the ceiling at the entrance to the alcove in the kitchen.

### **Toilets**

East Tisted Village Hall is connected to a Septic Tank. Please do not place sanitary items, wet wipes, for example but not limited to, into the toilet. Blockage may result in the Village Hall having to close until resolved and it could be expensive to resolve.

There is an accessible toilet in the ladies toilet. The gents toilet is up steps - please take care - and has urinals and a separate toilet.

### **Clearing up after your Event**

You are responsible for clearing away all equipment used and making sure that the Village Hall is left secure and in a clean and tidy condition – as it was when you came in.

There is a vacuum cleaner located in the cupboard in the gents toilet.

East Tisted Village Hall, Gosport Road, East Tisted, Hampshire GU34 3QW  
East Tisted Village Hall is a Registered Charity Number 301811

Please return equipment and kitchen items in a clean condition to their original storage location.

Floors must be left in a suitable condition for the next hirer; i.e. sweep floors and wipe up any spillages.

Tables and chairs should be restacked in the alcove. The larger, foldable tables should be restacked in the front porch.

Please dispose of waste in the bins provided or take it home. In particular, we ask that you ensure table tops are wiped clean before being stacked and toilets flushed.

Outside catering and other staff must be made aware of the hire period because all food and other supplies must be removed from the Village Hall before locking up at the end of your hire period.

The Committee reserves the right to pass on any additional professional cleaning costs or repairs incurred should the Village Hall not be left in an acceptable condition.

### **Exiting the Village Hall**

Please remember to turn off all lights, including those in the toilets and kitchen area. If you have turned on the water heater, please turn this off prior to leaving. Please return the thermostat to 20c.

Please check that all doors and windows are shut. Lock the front door and return the key to the Key Safe by the front door. Please leave the numbers, on the locked Key Safe, at 5555. To check the key safe is locked, pull the tab on the left of the Key Safe down - it should not open the Key Safe if locked. Please lift up the cover to protect the mechanism.

Please leave the Village Hall quietly at the end of your event. Car doors banging and loud talk outside the Village Hall are disturbing to local residents.

### **Faults/Damage/Comments**

Any faults and/or damage including kitchen items and breakages **must** be reported to the Booking Secretary or other Committee member **as soon as possible**, so that they can be rectified quickly.

The Committee welcome comments or observations that you may have about your hire of the Village Hall. Please email these to [secretary@easttistedvillagehall.org.uk](mailto:secretary@easttistedvillagehall.org.uk) with the header "Fault/Damage/Comment ETVH".