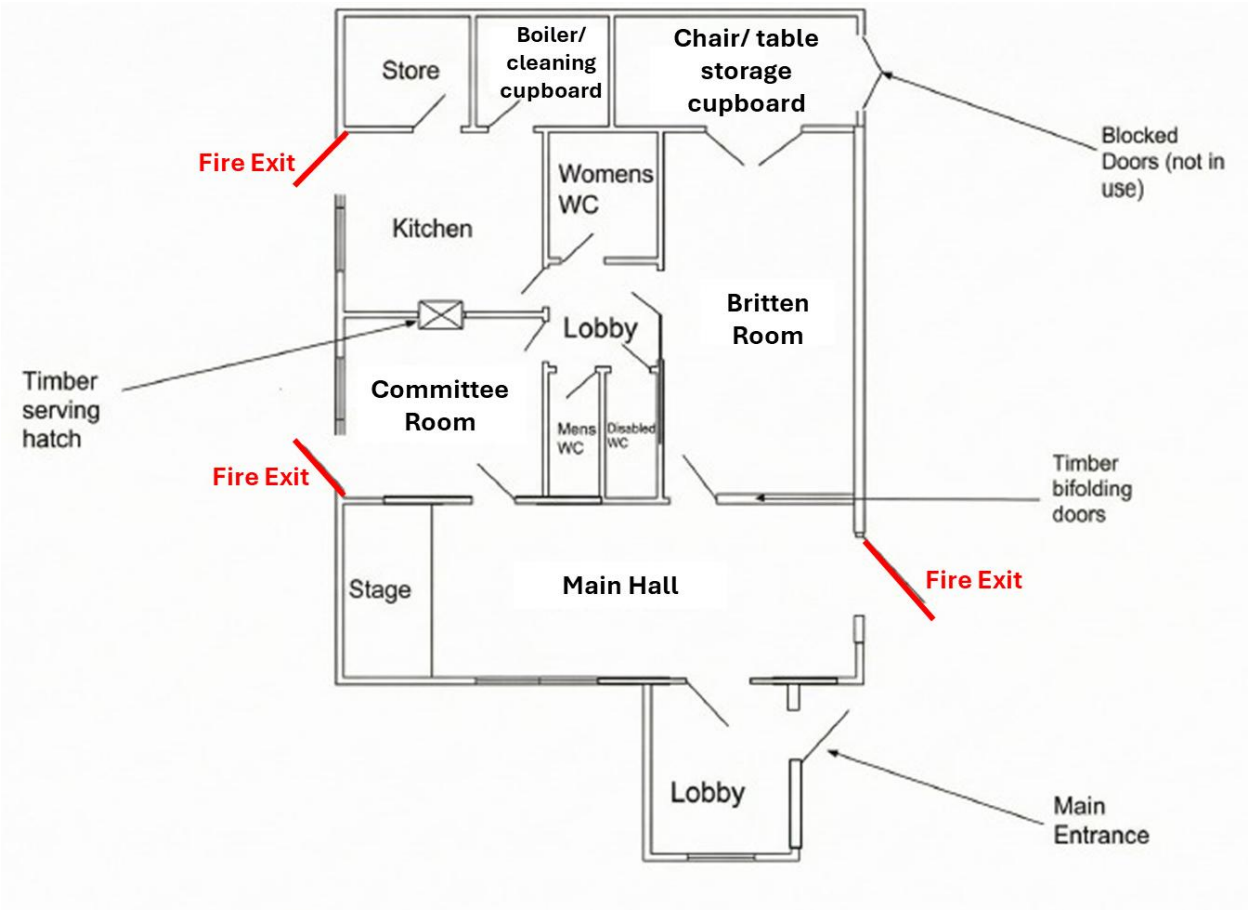
Hilton Village Hall – Hirer Information

Floorplan



You will find an **"Information for Hirers"** folder in the kitchen. This contains a copy of this user guidance, along with instructions for using appliances and equipment.
Together with the **Hiring Agreement** and **Terms and Conditions** provided at the time of booking, we hope this gives you all the information you need for your hire.

General Use

You are permitted **30 minutes before** and **30 minutes after** your booking for set-up and clear-down as a goodwill gesture. Your activity must not take place during these times.

Key Safe

The key code will be provided by the Bookings Officer prior to your hire.

When opening the key safe:

- Do not leave the safe open with the code visible, as others could see it during your hire.
- Please ensure the key is returned to the safe and that it is **locked securely** at the end of your hire.

Lighting Controls

- **Main Hall lights:** Right-hand side of the main entrance door
- **Britten Room lights:** Dimmer switches on the left-hand side of the entrance
- **Main Britten Room lights:** Located in the chair cupboard, right-hand side as you enter
- **Chair cupboard light:** Left-hand side of the chair cupboard entrance door
- **Committee Room lights:** By the door as you enter from the main hall

Please ensure **all lights are switched off when leaving**, paying particular attention to the kitchen and disabled toilet.

Heating

We are currently upgrading the heating system. At present:

- Press the **"Boost"** button by the door to the Boiler/Cleaning Cupboard on arrival if heating is required.
- Each boost provides **one hour** of heating. If needed, press the button again.

Two portable electric heaters are available to provide an initial boost of heat:

- These are located in the Boiler/Cleaning Cupboard.
- They must be returned to the cupboard after use.

Wi-Fi

Free Wi-Fi is available. The access code can be found:

- On the wall in the Britten Room
- In the information folder in the kitchen

Use of Wi-Fi is subject to the standard terms and conditions agreed at booking.

Projector and Sound System

Instructions for using the projector and sound system can be found in the information folder in the kitchen. **If you require use of the microphone or any cables please let the Booking Officer know in advance of your hire** as she will need to give you a code.

Chair Cupboard

Tables and chairs are available for hirers' use and **must be returned to the cupboard** at the end of your hire. Storage instructions are displayed on the cupboard wall.

If moving large numbers of chairs, please use the **wheeled chair trolley** provided.

The cupboard contains:

- 16 rectangular tables
- 10 round tables (9 seating 8 people and 1 seating 10)

- 90 adult chairs
- 4 children's tables and 28 children's chairs

Please note: Orange chairs located in the lobby must **not** be used in the hall. These are for the rear outdoor patio area only.

Decorating the Hall

- Decorations and posters must **not** be fixed using nails, screws, or similar fixings anywhere in the building.
- Wall drapes for the Britten Room and chair covers are available to hire for an additional charge. Please contact the Bookings Officer for details.

Fire Safety

On arrival, you must familiarise yourself with fire safety information, including:

- Fire assembly point (car park)
- Location of fire extinguishers
- Location of fire doors – at each of these, and at the main entry door, is a manual call point to raise the alarm in case of fire

This information is shown on the floor plans displayed in the lobby and kitchen.

First Aid

The first aid kit is located in the kitchen. Accident report forms can be found in the information folder.

An accident report form **must be completed for all accidents**, and **all incidents must be reported to the Bookings Officer**.

Kitchen Facilities

Crockery and cutlery are available in the kitchen drawers and cupboards.

Instructions for kitchen equipment can be found in the information folder.

The kitchen includes:

- Water heater
- Kettle (for smaller hot water needs)
- 2 dishwashers
- Fridge
- Oven (use must have been agreed with the Management Committee at the time of booking)

If supplies such as dishwasher tablets, rinse aid, dishcloths, antibacterial spray, or washing-up liquid are running low, please note this on the kitchen whiteboard or contact the Bookings Officer.

If toilet rolls or hand towels are running low, note this on the whiteboard so the cleaner can restock. If supplies are completely depleted, replacements can be found in the Boiler/Cleaning Cupboard.

Cleaning

Please ensure the Village Hall is left as it is found. The hall has a cleaner who visits regularly, but not specifically between each hire.

If you do require them during your hire, cleaning supplies are stored in the Boiler/Cleaning Cupboard.

Mops and buckets are colour-coded by area (see the map on the cupboard door and in the cleaning section of the information folder):

- **Red:** Toilets
- **Yellow:** Kitchen
- **Green:** All other areas

Additional equipment:

- Dustpan and brush
- Floor brushes
- Large floor sweeper (located in the chair cupboard) for the main hall

There are two **bins** in the kitchen: one for recycling and one for general waste. Guidance from Huntingdonshire District Council on what should go in each bin can be found in the "Kitchen" section of the Hirer's Information Folder, located in the Village Hall kitchen.

Bins are also provided in the toilets.

When the internal bins are full, please empty them into the external bins in the bin storage area, located to the right as you exit through the kitchen fire door. Replace the liners with new bin bags after emptying.

Please use **black** bin bags for **general waste** and **clear** bags for **recycling**. Supplies are available in the Boiler/Cleaning Cupboard.

Please note that rubbish disposal capacity is limited. However, if you have additional recycling that does not fit in the wheeled bin, it will still be collected provided it is placed in a clear or transparent sack. Recycling left in any other type of bag will not be collected.

Other Important Information

- The **fuse box** is located in a cupboard in the Committee Room (near the window). Please ensure this cupboard remains bolted shut.
- The heating system runs on gas. In an emergency, the **gas isolation valve** is located near the boiler in the Boiler/Cleaning Cupboard.
- Hall floor plans are displayed in the lobby and kitchen, showing fire doors, manual fire call points, extinguishers, and key facilities. Please review these before your hire.

Emergency & Local Information

Hilton Village Hall
Grove End
Hilton
PE28 9PF

- **Nearest hospital with A&E:** Hinchingbrooke Hospital
- **Nearest defibrillator:** Located on the side of the cricket pavilion. From the village hall, cross the road, walk past the turf maze, continue straight on - the pavilion will be on your left.

Any problems during your hire contact -

- Caretaker (Bob) - 07442 315719
- Bookings officer (Katherine) - 07752 678415
- Sarah Conn (committee member) – 07415 916 456