



Alfold Hall Users Guide

Keys and Security:

The hirer is responsible for unlocking and securing the hall after use.

Please check all doors, lights and heating before leaving and returning the key.

Fire Safety:

The person hiring the hall is or needs to make one person responsible for fire safety and the fire assembly point to record that all occupants within the building are accounted for in the event of a fire within the building.

If you discover a fire/ fire alarm bell rings:

- Immediately operate the nearest fire alarm point.
- Leave the building using the signed routes and go to the assembly point, reporting to the person in charge.
- Assembly point is next to the flagpole by the Sports Pavilion.
- Call the emergency services and ask for the fire brigade.

The address is: **Alfold Hall, Dunsfold Road Alfold, Surrey GU6 8JB**

- In the event of the fire alarm being set off accidentally you will need to follow the instructions to reset the system and silence the alarm.

If confirmed no actual fire, on the control panel below enter the access code 2143 (yellow flagged button being the 2) which activates the system. Then press the red flagged button 'silence / resound sounders', the alarm should be silenced along with the authorised user 'accessed' light on.

Please inform the Booking Secretary if the alarm has been tripped.

First Aid

There is a first aid box situated in the kitchen. There is a defibrillator mounted on the wall outside the front of the hall. Call 999 and follow instructions.

Heating:

Hall heating is controlled by thermostats situated inside the main hall and the green room-

20° is most suitable temperature in normal conditions. Please follow the instructions when leaving and lower thermostats to 10° on leaving, Failure to comply could result in an additional charge.

Lighting:

Main hall lights are operated by three switches situated on the wall by the hall entrance door in the main hall. The wall lights are operated by a dimmer switch located on the stage by the electrical cupboard.

Tables and Chairs:

Folding tables are stored under the stage, centre set of doors. Use the square key - looks like a door handle - to unlock /lock the doors. Four smaller tables are stored in the right-hand cupboard. Please stack neatly when clearing up preferably with work surfaces facing up.

Round tables are located in the cupboard on the far left. Please only use with tablecloths.

Plastic chairs are stacked in the cupboards (max 10 per stack) in the passageway.

Red banquet chairs are on the stage. For safety, please stack and store the chairs according to the instructions (max 4 chairs per stack – please be careful of stage curtains).

Kitchen:

Children should not be permitted to play in the kitchen area or with any of the equipment. ***They must not be in the kitchen unsupervised.*** You may use the ovens, microwave, refrigerator, cups, saucers and cutlery as part of the hiring agreement. Please ask if you require more than is in the kitchen. **Ensure ovens, microwaves and the hot cupboard are turned off after use; the refrigerator should be left switched on.**

Rubbish:

Rubbish sacks are provided. Please take your rubbish home with you.

CCTV:

There are CCTV cameras in operation around the outside of the hall, including a number plate recognition camera.

Emergency contact nos: 01403 752676 or mobile 07802 764050

Thank you for helping us look after our hall.

Alfold Hall Management Committee November 2024