

The Victory Hall, Benderloch



Guidance for Hall Users

Access to the hall

The key for the hall is picked up elsewhere in Benderloch, by arrangement. The key must be returned to the same location immediately after the booked session ends.

On Arrival

Please familiarise yourself with the fire exits. Please also let us know if the hall is not as clean as you would wish to find it. This helps us to identify problems and rectify them appropriately.

Electricity

The hall electricity is paid for by hall users via coin meters. The meters accept £1 coins, and some accept £2 coins (not the kitchen meter). All 3-pin power sockets, fridges, cooker, dishwasher, hot water urn, kitchen water heaters, water heater in servery and immersion for the bar, plus all room heaters, are powered through coin meters.

There are five coin meters:

- Kitchen - in cupboard by the door
- Two in the cupboard by the side door – powering everything in the main hall, servery and Broadfoot Room.
- Two in the walk-in cupboard near the bar – powering everything in the old hall and the Cruickshank Room.

There are notices next to the meters explaining which ones to use for which appliances.

Lighting

None of the lighting has to be powered via coin meter, and is instead funded by your booking fees. Please make sure you switch on lights only when needed, and switch off all lights after use, and especially when you leave the hall.

Cleaning

You must clean the hall rooms after use. This includes sweeping floors and mopping or washing any floors where spillages might have occurred. All tables must also be wiped if they have been used for food or drink.

Large sweeping brushes can be found in the chair room off the main hall. All other cleaning products and equipment can be found in the cleaners' cupboards in the corridor, opposite the Cruickshank Room.

Specific cleaning guidance:

- **Fridges** - if you have used any fridge, please wipe it clean after use, switch it off and prop open the door. Do not leave any food or drink in the fridge, or anywhere in the kitchen. Nobody will use leftover milk, for example, so it is just another job for someone else to deal with. The only exception to this is regular hall users who store their tea and coffee.

- **Cooker** – wipe the cooker top and any spilled food from inside the oven or grill.
- **Dishwasher** – this must be emptied after use.
- **Kitchen surfaces** – all pots, crockery and cutlery must be washed, dried and put away. Nothing is to be left to drip dry on the sink drainers. All surfaces must be wiped clean.
- **Hot water urn** – Switch off and empty the urn. Emptying via the tap will not completely empty it - you will need to tip the last dregs into the sink.
- **Servery and Cruickshank Room** – all glasses and jugs must be washed and returned to the shelves. Please organise glasses by type (don't mix them all up together).
- **Bins** - please empty the kitchen bin after use, and any other bins that are more than half full. Green bins are located outside the side door. If they are full, please take rubbish away with you – do not overfill or leave lids propped up. Replace bin bags in any bins you have emptied (these are also in the cleaners' cupboard).
- **Recycling** - the hall encourages recycling, but unfortunately does not have recycling bins, so please take away any recycling and dispose of elsewhere.
- **Toilets** – the toilets are cleaned weekly by our hall cleaner. You should find spare toilet roll in the cupboard just inside the kitchen door.

Leaving the Hall

Before leaving the hall:

- Double-check fridges are switched off and propped open.
- Switch off all lights, other than those marked to be left on permanently. Don't forget the lights in the toilets.
- Lock the fire door at the back of the main hall, and make sure the fire door at the back of the old hall, and the double fire doors at the end of the corridor, are properly closed.
- Close and fasten all windows.
- Make sure front and side doors are both locked.
- Return the key.

PVG (Protecting Vulnerable Groups) Scheme Requirements

Where a hiring group delivers activities involving children or protected adults, it is the responsibility of that group to ensure appropriate safeguarding arrangements and PVG Scheme compliance.

Payment

Please make payment for your hall use as soon as possible. Payment should preferably be by bank transfer to the following account:

Account name: The Victory Hall Benderloch

Sort code: 83-16-04

Account number: 00653378

Account type: Business

Reference: Please include the date of your booking as a reference

Alternatively you can pay Eileen by cash, or cheque payable to The Victory Hall Benderloch.