

Whilst using our Hall

Please adhere to our standard conditions of hire.

Please do not Smoke

Please do not wear stiletto heels

Please do not create unnecessary noise or disturbance which may cause offence to nearby residents and passers by.

Please do not use equipment belonging to organisations without permission.

Please observe strict hygiene practices whilst preparing and serving food.

Please return all tables and chairs and any other equipment or items that have been moved to their places of origin. Chairs stacked as found.

Please remove all perishable waste from the kitchen bins and leave the hall in the same condition that you found it.

Please ensure all vehicles are parked as not to cause obstruction of the highway or annoyance to local residents

Please remember to turn out the lights including the toilets and close and secure all windows and doors.

Morton Village Hall



A Designated NO SMOKING

Community Building

For all Booking Enquiries

Contact: Peter Chubbuck

Tel: 01778 570506

Email:

postmaster@morton-hanthorpe.org.uk

Hall Secretary

Brenda Hammond

Tel: 01778 570317

Email:

mortonvillagehall@btopenworld.com

Visit our Community Website

www.morton-hanthorpe.org.uk

Registered Charity

Number 1018767



Morton Village Hall

Serving the Community

In the Parish

of

Morton & Hanthorpe

**General and Safety
Information & Guidelines
When Using Our Hall**

High Street, Morton, Bourne

Lincolnshire PE10 0NR

OUR VILLAGE HALL

Please familiarise yourself with the Hall its layout, including the location and use of Fire Equipment, Escape Routes and Escape Door Fastenings and any equipment you intend to use. Instruction either, verbal or written, will be given regarding your responsibilities as to current safety legislation and regulations.

If you encounter any difficulties, please contact the Bookings Clerk.

No person under 18years of age may book the Hall and any persons using the Hall under 18 years must have not less than TWO responsible adults on the premises AT ALL TIMES during the hire.

The First Aid Box is situated in the Kitchen. The key to it is on the main keyring given on the hire of the hall. Injuries sustained whilst using the Hall must be recorded in the accident book. Major injuries must be reported to the Hall Committee A.S.A.P.

Maximum number of persons on the premises shall not exceed 93 for dancing or 155 seated.

IN CASE OF FIRE

There are is a WATER Extinguisher positioned in the Front Entrance Hall

There is a DRY POWDER Extinguisher positioned at the Rear Door

A Fire Blanket is positioned in the kitchen

IF YOU DISCOVER A FIRE

- 1) Immediately raise the alarm.**
- 2) Take no personal risks, but attack the fire if possible with the fire equipment provided**
- 3) Call the Fire Brigade by dialling '999' from the nearest telephone.**
(Location of nearest Public Call Box is at the bottom of the High Street near the Church)

ON THE ALARM BEING GIVEN

- 1) Leave the building by the nearest exit**
- 2) Report to the Assembly Point at The Kings Head Car Park**
- 3) DO NOT PANIC OR TAKE RISKS**
- 4) DO NOT STOP TO COLLECT BELONGINGS**
- 5) CALMLY WALK DO NOT RUN OR SHOUT**
- 6) DO NOT RE-ENTER THE BUILDING**

