



# Quick Guide to using Ashford Carbonell Village Hall

The capacity of the hall is 70 when tables are present and 90 without tables.  
A strict NO SMOKING policy applies at all times to the whole of the building.  
Familiarise yourself with the fire exits and fire procedures.

## **At the beginning of your hire**

Opening up procedure

The front door is the main fire exit and should remain unlocked throughout. Other fire exits are on quick release. The outside doors in the kitchen and the back hallway are easily unbolted for exit.

## **During your hire**

Extra tables / trestle tables are stored in the storeroom. Ensure no fire exits are blocked when setting up for your event

## **IN THE EVENT OF AN EMERGENCY**

**In the event of a water leak** find the location of the stop cock (see Village Hall map in Village Hall Users Hand Book - to be found in Kitchen) and turn off.

**In the event of an electrical problem** find the location of mains switch (see Village Hall map in Village Hall Users Hand Book - to be found in Kitchen) and turn off.

**In the event of an accident**, if necessary call an ambulance and find the location of first aid kits and accident book (see Village Hall map in Village Hall Users Hand Book - to be found in Kitchen). All accidents must be reported to the Committee at the earliest opportunity.

**In the event of a fire**, evacuate the building through the nearest safe exit and assemble in the car park. Call the fire brigade on 999. Do not return into the building until permitted to do so by the Fire Brigade and until a member of the Hall Committee has been notified / is present.

**The address of the hall is, Ashford Carbonell Village Hall, Main Street, Ashford Carbonell, Ludlow, SY8 4DB  
OS map reference SO 524 706**

For emergency assistance from the Committee please phone Booking Secretary – 01584 831842.

## **At the end of your hire the Village Hall should be left as found**

Cleaning materials and mops are located in the store room. Furniture should be replaced in the location found. All litter and rubbish being removed from the premises and disposed of appropriately. Please ensure that all heating, lighting and appliances are turned off. Ensure all taps are off. Ensure Fire exits are secure. Close all internal doors. Lock all external doors. Leave by the front door. Keys must be returned to the Booking Secretary (or another Committee member) at the end of the hire. Arrange with Booking Secretary. No items belonging to the hirer should be stored in the Village Hall unless by prior arrangement with the Committee. No items belonging to the Village Hall should be removed.

**Please report any faults or damage to the Booking Secretary as soon as possible so that they can be rectified quickly. The Management Committee welcome any comments or observations that you may have**

Booking Secretary – Carole Froggatt 01584 831842

Hall Secretary - Matthew Brundrett 01584 831342

Chairman - David Bruntrett 01584 831111

Treasurer - Carole Froggatt 01584 831842

**[www.ashfordcarbonell.co.uk](http://www.ashfordcarbonell.co.uk)**