

# Awsworth Village Hall

60 The Lane  
Awsworth  
Nottingham  
NG16 2QQ

Manager: Natalie Chamberlain  
07504556174  
[enquiries.awsworthVH@outlook.com](mailto:enquiries.awsworthVH@outlook.com)  
Facebook: Awsworth Village Hall  
Website: [www.awsworthvillagehall.org.uk](http://www.awsworthvillagehall.org.uk)

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## **SUMMARY OF CONDITIONS:**

It is the responsibility of the Hirer(s) to ensure they comply with all legal requirements/commitments, licensing, health, safety, fire and hygiene regulations concerning their event.

Please contact Manager to arrange door opening.

Please respect neighbours upon leaving.

All timings of events must be agreed in advance.

ALL activities to stop by midnight (as per license).

An extra cleaning charge may be made if felt necessary.

No nails, pins, or adhesive tape to be put into or on the woodwork, paintwork or walls at any time.

**ACCIDENTS**, please write all accidents in the accident book situated in the kitchen and contact Natalie Chamberlain to inform her of the accident.

### **On exiting (end of session checklist):**

- Tables and chairs to be put away in storage area.
- Main Hall floor to be swept before leaving.
- Toilets and all windows to be checked.
- All lights to be turned off.
- Bag up all rubbish.

**Manager: Natalie Chamberlain 07504556174**

**Caretaker: Gerald Carden 07593281047**

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## **SUMMARY OF FIRE ACTION NOTICE:**

In the event of a fire immediately leave the building by the nearest exit, sound the fire alarm located by each exit, meet at the designated fire assembly point, which is

If leaving via front entrance – the pavement at the front of building

If leaving by the rear emergency exits – the back car park

Call 999 and report the fire, location; ~ **Awsworth Village Hall, 60 The Lane, Awsworth, Nottinghamshire NG16 2QQ**. Please also call Natalie Chamberlain on 07504556174

**DO NOT ATTEMPT TO TACKLE THE FIRE UNLESS TRAINED AND SAFE TO DO SO**

**DO NOT TAKE PERSONAL RISKS**