Dorney Village Hall

Information for Hirers of the Village Hall

Please note that Marsh Lane Bridge (over the M4) near Dorney Village Hall will be CLOSED from 31OCT19 – 15NOV20. See updated Directions details on Next Page

Main Hall

Annex/Meeting Room

Dorney Village Hall is a non-profit making charity administered by a management committee of local residents.

The amenities of the Village Hall are maintained on a voluntary basis and each event is “self-managed” by the Hirer. There is no resident caretaker, but every endeavour is made to ensure that all the facilities are available and working and that the Village Hall is in good order when you come to use it.

If this should not be so, please advise the Booking Secretary immediately and we will do our best to rectify any problems.
Hirers are asked to help us by leaving the Village Hall in a clean and tidy condition.

They are also asked to remember that we rely upon the goodwill of local residents and to limit any excessive noise and possible nuisance when entering, using or leaving the Village Hall.

We hope that the information provided below will help to ensure that you have a successful event.

Bookings Secretary: Contact Details

Bill Dax
0702 365448
01628 200900
enquiries@dorneyvillagehall.com or bill@daxfamily.com

Address of Property

Dorney Village Hall
Off Meadow Way (Junction with Oak Stubbs Lane)
Dorney Reach
Maidenhead
SL6 0DS

Map
Click to open Map

Directions (between 31OCT19 and 15NOV20)

From M4 Junction 7 (Slough)

- Exit M4 at Junction 7, along Slip Road to Roundabout.
- Take first exit on A4 towards Maidenhead
- Straight on through traffic light, turn left at roundabout (Sainsbury's) down the B3026.
- **POINT A (see below route from Maidenhead)**
- Continue down the B3026, over the M4, into Dorney Village. Turn right into Court Lane, towards Dorney Lake.
- Continue along this road as it becomes Marsh Lane and just before the motorway bridge closure, turn left into Oak Stubbs Lane
- Go down Oak Stubbs Lane to the end where there is a sharp left hand bend as it joins Meadow Way.
- Go straight across (not down Meadow Way) at the end of Oak Stubbs Lane (you do not have right of way on this bend so, effectively, you are making a right turn – be careful of cars coming along Meadow Way) and you will see a narrow lane signposted to Village Hall.
- Go down the narrow lane, which is a **two-way** road, take a left turn at the end and the Village Hall is in front of you.
- Park in the car park in front of the Village Hall.

From Maidenhead towards Slough

- Take A4 towards Slough, passing over Maidenhead Bridge over the Thames.
- After 1.5 miles you will come to a roundabout (Sainsbury's). Turn right towards Dorney on the B3026.
- **(Continue from POINT A above)**

Before your Event

Keys

We will have sent you a four-digit Key Safe Access Code in order for you to get the keys (front door and windows) to the Village Hall from the Key Safe, which is on the right-hand side of the kitchen door of the Village Hall. If you haven't received your personal Key Safe Access Code, please call 07802 365448 or email enquiries@dorneyvillagehall.com

Dorney Village Hall seen from the Children's Playground

Turn the numbers to set the four-digit code we will provide you with before your event and open the door by turning the knob at the top clockwise.

Take the keys out and close the door.

Please close the safe immediately after the keys have been removed and do not leave it hanging open for the duration of the booking.

Immediately after your event return the keys per the above instructions - be doubly sure that the safe door is closed with the keys inside. Your deposit will be returned on safe return of the keys.

Entrance Gate (situated at the beginning of the driveway up to the Hall)

- If the gate to the driveway up to the Village Hall is closed, push it open.
- If you need access for vans or other vehicles more than 2m high and the height barrier is closed and locked, it can be opened by setting the code 2610 on the Master side of the combination padlock, pulling the lever to open the lock, then rotating the vertical rod and dropping it down to release the height barrier.

Parking

- The lane leading up to the Village Hall is a public road and this must not be obstructed.
- The Village Hall car park will accommodate approx. 24 cars if they are parked sensibly.
- Any overflow may park on either side of the road approaching the Village Hall. This will accommodate approx. 50 cars.

Front Door of the Village Hall

- The main lock is opened by turning the key to the left and then it automatically locks again (please keep this in mind as it is easy to lock yourselves out).
- You can hold the door in the fully open position, and it will stay there on its own.
- You can unlock the door so that it closes but it is not locked. To do this, open the door as normal and then turn the door key clockwise - you should hear a click and then the door is now unlocked.
- Please make sure that you fully lock the door again when leaving - to do this simply turn the key to the left (anti clockwise) again and then let the door close and it should be locked, please double check that the door is locked before leaving the building

Music

- We hold a PRS (Performing Rights Society) Licence - this gives Hirers the right to play music in the Village Hall.

Alcohol

- We do not hold an alcohol licence. No alcohol (except bottled raffle prizes for fetes, bazaars etc.) may be bought, sold or consumed on any part of the premises.
- If you wish to provide alcoholic drinks, at no cost to your guests, you may do so as “Bring Your Own (BYO)” is not licensable under the Licensing Act 2003.
- You may not sell tickets of any kind that include the provision of alcohol.
- Alcohol is not to be provided to anyone less than 18 years of age.
- Persons under the age of 18 years may be provided with a soft or non-alcoholic drink but not a low alcohol drink.
- Alcohol is not to be provided to anyone who appears to be drunk.
- Drunk and disorderly behaviour must not be permitted and if someone refuses to leave when asked politely to do so warn him or her that they are committing a criminal offence.
- In the event that they refuse to leave when asked, call the police for assistance but for safety reasons do not attempt to remove them.

Age
The Hirer, not being a person under 25 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.
We do not allow teenage parties for those aged between13 and 21 for any occasion or celebration, under any circumstances.

Insurance
- Our public liability insurance covers only the committee and trustees.
- Our Buildings and Contents insurance does not cover items brought into the Village Hall by Hirers.
- If your event is likely to cause injury (e.g. bouncy castle) we recommend you arrange your own insurance during your hire period.
- You are free to select your own insurer for your event. There are several specialist suppliers online and offline.
- One such specialist insurer is Leisure Insure. We have no connection to them nor are we recommending them, we are simply providing the link to assist you.

Noise
- We do rely upon the goodwill of local residents, some of whom live close to the Village Hall.
- We ask all users of the Village Hall to limit any excessive noise and possible nuisance when entering, using or leaving the Village Hall particularly late at night and early in the morning.

Smoking
- Please create a designated smoking area away from the building. All cigarette ends must be disposed of.

Hiring Period Start and End Times
- It is possible that the Village Hall is being used before or after your event. Please ensure that you have built into the hiring period sufficient time to prepare or clear the Village Hall before and after your event.

Capacity
- The maximum capacity of the Village Hall is 100 people seated and 150 standing.

During Your Event

Safety and Security

Fire precautions: Please check:

- That all fire exits are unlocked and push bars/panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no fire-hazards on the premises.
- That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied.

First Aid Box

- **Is in the Kitchen, in the cupboard on the right hand side of the sink.**

Fireworks and Lanterns

- These are not permitted. There are animals in fields close to the Village Hall, so Fireworks and Lantern launches are not permitted.

Explosives and flammable substances

You must ensure that:

- Highly flammable substances are not brought into, or used in any part of the premises.
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

Toilets

- There are Ladies, Gentlemen's and Disabled Toilets off the Entry Hall.
- We have access for disabled visitors, and we comply with current legislation regarding access for the disabled.
- For Baby-Changing we have a waist-high retractable platform situated in the disabled toilet.

Kitchen Facilities

Appliances

- Cooker
- Microwave
- Kettle
- Hot Water Urn
- Refrigerator

- There is a very limited amount of crockery, glasses and cutlery available in the kitchen. Please bring all their own crockery, glasses, cutlery and utensils, along with cleaning materials and food and/or rubbish bags
- We do not provide table linen, tea towels and dish cloths. Please supply your own.
- If you wish to use the oven, please bring your own baking sheets, pots, pans and utensils
- The large urn is only to be used to heat water – no other liquids, please.

Health & Safety (Kitchen)

Hirers must satisfy themselves that they comply with all legal obligations and Health and Safety procedures when using the Kitchen. The following are recommendations only: -

- It is recommended that an anti-bacterial sanitizer, such as Dettox, is used to wipe the sinks and surfaces before and after use.
- Please note that this kitchen is not suitable for food preparation.
- Wash your hands thoroughly before touching and before serving food
- If you have any skin, nose, throat or bowel trouble – you must not handle food.
- Please wear clean clothes and a protective apron or overall.
- Always use clean utensils.
- Use a clean utensil in preference to your hands.
- Always use clean cloths for washing, wiping and drying.
- Clean up as you go and wipe up spillages as they occur.
- Keep prepared foods covered until they are to be served.
- Keep the waste bin properly covered at all times
- When you have finished your preparations, please wash and dry everything you have used and put it away; also clean the sink, work surfaces, and any spills on the floor.
- Please do not forget to bring appropriate cleaning materials and plastic bags with you.
- Please leave the kitchen as you would wish to find it.
- If you have used the urn, please ensure it is emptied after use.

- Any rubbish which cannot be accommodated in the bins provided, inside and outside the premises, must be removed by the hirer at the time of vacating the premises.

Animals

- For health and safety reasons animals are not allowed inside the Village Hall. However, you must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.
- If taking dogs onto the playground or playing field, we do request that you clear up after them. There is a suitable waste disposal bin next to the back gate of Dorney School.

Decorations

- We do not allow any form of decoration that would mark/damage the walls/windows so please bear this in mind when using the hall. There are hooks every metre along the top of the lighting pelmet along both sides.

Heating

- For heating the Main Hall, there is a push button pad and thermostat on the wall to the right of the stage. Press the button several times and you will have heat for 2 hours, but it will time out. Press it again for more time.
- It is the same system in the Annex/Meeting Room. When you leave the Village Hall, ensure the blue lights are off by pressing the buttons.

Communications

- **Telephone** (None)
- **WiFi** (None)
- **Mobile signal for each major operator**
    - According to the Ofcom Mobile Checker, the strength of mobile 4G indoor coverage at this Post Code is as follows:

Operator	Voice	Data
EE	Average	Average
O2	Good	Good
Vodafone	Good	Good
Three	Good	Average

Chairs & Tables

The Hall has the following Chairs and Tables:

Tables	Chairs	Children's
13 x 1825 x 690mm (72" x 27") with white corners 8 x 1825 x 760mm (72" x 30"), with black corners 4 x 910 x 760mm (36" x 30")	120 padded stackable chairs 15 luxury padded chairs	4 children's tables – each seats 5 20 children's chairs

Children's table and chairs

- The chairs and tables are stored in the first room on the left as you enter the Main Hall.
- We ask you to select, during your setting up, the tables and chairs that you need for your event.
- The luxury padded chairs are stored at the back of the stage.
- The children's tables and chairs are stored in the room to the left-hand side of the stage.
- Please use the chair trolley provided to avoid injury.
- Please do not stack the chairs more than 10 chairs high on the chair trolley.
- After your event, please stack chairs and tables in the storeroom as you found them.

Play Area (Photos on Pages 11 and 12)

- The play area is a public area owned by South Bucks District Council, is managed by Playground4Dorney and cannot be booked.
- However, it is available for the use of events at the Village Hall. It provides an expansive play area, which features an aerial runway, jungle climber, tower unit and adventure trail, amongst other equipment.
- Please ensure that the playground is left clean and tidy after use.

- There is also a MUGA (Multi Use Games Area) next to the Hall that is available together with a tennis court. Both of these must be booked in advance.

Playing Field

- The playing field, next to the Playground, is also a public area owned by South Bucks District Council and can be booked in association with events at the Village Hall.

After Your Event

- Guests are expected to vacate the premises at or before the booked end of the hire period.

Chairs and Tables

- Please return these to the chair/tables store as you found them.
- The luxury padded chairs are stored on the stage.

Rubbish and Recycling

- Please place all rubbish in the large red Waste Bin outside the Village Hall. Please do not use the South Bucks small bins on the playground.

Cleaning

- You are responsible for leaving the premises and surrounding area in a clean and tidy condition. Cleaning items for your use are stored in the Chairs/Tables Storeroom.
- In particular we ask you to ensure table tops and plastic chairs are wiped clean before being stacked in the cupboard.

Heating

- When you leave the Village Hall ensure the blue lights on the heating system are off by pressing the buttons.

Lights

- Please turn off all lights

Windows

- Please ensure that all windows are closed and the button pressed to lock them - and the secondary glazing (where applicable) is also closed.

Front Door

- Please make sure that you fully lock the door again when leaving - to do this turn the key to the left (anti clockwise) and then let the door close and it should be locked.
- Please double check that the door is locked before leaving the building

Keys

- Following your event, on return of the keys (in the Key Safe) and satisfactory condition of the Village Hall, your deposit return will be processed.

Location of Village Hall, Play Area, Multi-Use Games Area, Tennis Court and Playing Field.

Dorney Village Hall is fortunate to have a range of facilities available to hirers and their guests: a Play Area, a Playing Field for games, bouncy castles and marquees, a Multi-Use Games Area for all sorts of games and a Tennis Court:

Useful Information

THE FIRST AID BOX IS IN THE KITCHEN, IN THE CUPBOARD ON THE RIGHT HAND SIDE OF THE SINK.

Emergency Services (Fire, Police, Ambulance)
Dial 999

Local Police
101 - The police non-emergency number

- 101 is the number to call when you want to contact your local police in England - when it's less urgent than a 999 call.
- When should I use 101?
    - You should call 101 to report crime and other concerns that do not require an emergency response. For example, if:
        - Your car has been stolen
        - Your property has been damaged
        - You suspect drug use or dealing in your neighbourhood
    - Or to:
        - Report a minor traffic collision
        - Give the police information about crime in your area
        - Speak to the police about a general enquiry
- **You should always call 999 when it is an emergency, such as when a crime is in progress, someone suspected of a crime is nearby, when there is danger to life or when violence is being used or threatened.**

NHS 111 service (National Health Service)
Call 111 when it's less urgent than 999

- NHS 111 is a service that makes it easier for you to access local NHS healthcare services in England. You can call 111 when you need medical help fast but it’s not a 999 emergency. NHS 111 is a fast and easy way to get the right help, whatever the time.
- NHS 111 is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones.
- When to use it
    - You should use the NHS 111 service if you urgently need medical help or advice but it's not a life-threatening situation.
- Call 111 if:
    - you need medical help fast (including emergency dental care) but it's not a 999 emergency
    - you think you need to go to A&E or need another NHS urgent care service
    - you don't know who to call or you don't have a GP to call
    - you need health information or reassurance about what to do next

Nearest Walk In Centre
Slough Walk In Centre

- They provide walk in services for members of the public who need treatment for minor injuries and illnesses.
- No appointment is necessary.
- Depending on their condition, walk in patients are treated or referred for more extensive assessment to a doctor (GP) or another service.

Address: Upton Hospital, Albert Street, Slough, Berkshire, SL1 2BJ
Phone: 01753 635505

Nearest Hospital
Wexham Park Hospital
Address: Wexham, Slough, Berkshire SL2 4HL
Phone: 01753 633000

Nearest Pharmacy
Sainsbury's – Taplow (Not 24hr)
Address: Lake End Rd, Taplow, Maidenhead SL6 0QH
Phone: 01628 661529