

LYMM PARISH COUNCIL

Email: villagehall@lymmparishcouncil.gov.uk
Tel: 07584 286 378
Address: The Village Hall, Pepper Street,
Lymm WA13 0JB



Entry to the Village Hall and Annexe

- The entire hall is locked and alarmed outside of hire periods. Access before and after the agreed booking time is **not** permitted.

Main Hall

- The front door entrance is a card system. Simply present your card to the black area above the handle and a green light will flash to show that the door can be opened.
- The door can be opened from the inside at all times to comply with fire regulations.
- Do not pierce the cards – any alteration to the card will stop it working.
- **Please return card key through the letter box on the left hand side of the hall before the kitchen window.**

OTHER INSTRUCTIONS ARE DETAILED IN THE TERMS AND CONDITIONS DOCUMENT. PLEASE MAKE SURE YOU HAVE READ THESE CAREFULLY.

Annexe

- The annexe will be unlocked for access before the hire period and no keys or key cards will be required by the hirer. Please close the door securely behind you when you leave.

IMPORTANT

IF YOU HAVE ANY ISSUES ON THE DAY, PLEASE CALL THE ON DUTY KEYHOLDER. OFFICE AND BOOKING STAFF DO NOT WORK OUT OF HOURS OR WEEKENDS.

THE KEYHOLDER ON DUTY IS IDENTIFIED IN THE LOCKED NOTICEBOARD ON THE FRONT OF THE BUILDING.

LESLEY COATES - 07598 336 057
or **NATALIE HOLMES - 07775 320 568**

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Health and Safety Information for Visitors and Contractors to Lymm Village Hall

**Please take a few moments to read the information below carefully as it is intended to ensure your visit is a safe one.
Please let us know if you need any further assistance.**

- Fire exits are the entrances to the hall, annexe, and the door between the kitchen and the annexe – please familiarise yourself with these exits.
- If you discover a fire, break the nearest call point and immediately leave the building by the nearest exit and go to the Assembly Point (in the car park in front of the building).
- Call 999 and then a member of the Parish Council emergency contacts (duty keyholder).
- If you hear the fire alarm, proceed to the Assembly Point as above.
- If you need first aid during your visit there is a first aid box in the cupboard in the kitchen and one in the annexe. Both have an accident book to complete. If you complete the accident book, please inform a member of the Parish Council team as soon as possible.
- Children must not be left unattended at any time on the premises.
- Please let us know if you have any security concerns.
- Do not leave your possessions unattended. We have a lost property box.
- Smoking is prohibited throughout the premises.
- All landfill rubbish must be placed in the large red bin in the carpark and recycling in the small blue wheelie bin. Excess bags must be removed from the premises and must not be left next to the bins.
- If using the kitchen, you will need to bring with you: tea-towels, dish cloths, oven-gloves and any supplies (tea, coffee, milk etc.). There is a dishwasher which must be used for hall crockery and cutlery. Please do not use oils and hot fats on the hob or in the oven.