

# Castle Hill Village Hall

## Casual Users

- Financial members of CHCA may use the hall if it is not booked for a private function or event.
- You must check the bookings website to see if the hall is available.  
<https://www.chca.org.nz/hall-bookings/>

### DUTIES

#### – Whoever opens the Hall is **Chief Fire Warden**

- On entering the hall, you must check that the two fire exits are clear of any obstruction and remain clear during hall use.
- Check that the two illuminated fire exit signs are working. Then sign off the FFP form on the clipboard at the back door - yellow sheet.
- It is important you understand the evacuation procedures. Please read the signs located at the evacuation exits.
- You are responsible to ensure all occupants evacuate to the assembly point – the Pétanque Court.
- You must explain to those using the hall where the toilets, fire exits and assembly area are, and what to do if the fire alarm sounds or if there is any emergency.

### Responsibilities

The CHCA member who open the Hall, is responsible for the following:

- No persons under 18 years are to be present unsupervised
- Occupancy shall not exceed 75 people.
- If you leave the Hall, you must either lock up or hand over to another member of CHCA who must be 18 or older
- You must record your visit by either completing the logbook or using the QR code at the back door.
- The person who has unlocked the hall is liable for any damage incurred, while the hall is in their care
- Casual use of the hall is not permitted when the hall is hired for private use
- When the hall is open for casual use it must be open to all, whether CHCA members or not.
- Please ensure that any function does not result in unreasonable noise or behaviour. SDC bylaw requires hall use to cease by midnight and cleanup completed, and carpark cleared by 1 am
- On leaving you must check all doors from the outside to ensure they are locked.

## Rules

- **Accommodation:** the hall **cannot** be used as an overnight sleeping space, other than by the CRT in an emergency event.
- **Alcohol:** A host must be appointed, see below
- **Climbing wall:** this is only accessible to trained supervisors. Contact [cwm@chca.org.nz](mailto:cwm@chca.org.nz) if you want to become a climbing wall supervisor.
- **Loft:** This is off limits to all users
- **No Smoking or Vaping:** The hall and surrounds are a non-smoking area.
- **Parking:** please ensure the disabled park and fire trailer entrance are kept clear.
- **Rubbish:** All rubbish must be removed when you leave

## Access

- The lock box is situated at the rear entrance to the hall, and the lock box number is available by contacting a CHCA committee member
- The top lock box contains the key for the back door and a key for the lean-to for the firewood.
- For hall security and to limit access please only give this code to CHCA members to avoid the committee having to change the code.
- Please make sure you return the key to the lock box as the CH Hall also serves as an Emergency Welfare Centre

## Opening up

- Check that the cold water is running in the kitchen sink, before turning on the power to the instant hot water unit (switch on the wall above the hot water unit)
- Turn and leave on the switch above the sink, for hot water to the sink
- Tables, chairs and whiteboards are in the storage room. The door is latched at the top right corner. Please relatch when finished for the safety of children.
- The BBQ is also in the storage room. Move the BBQ to outside through the back door in the storeroom. Key is by the door and unlocks door from the outside.
- The cleaning cupboard key is on the inside right of door frame in the storeroom. Please keep locked when not in use for the children's safety.
- Check the water is running in the cleaning tub before turning on hot water switch
- The plastic key in the cleaning cupboard opens the dispensers for the hand towels in the toilets
- Spare toilet paper and hand towels are also located in the cleaning cupboard

## Hall Alcohol Consumption Rules

The Selwyn District Council has strict rules relating to the consumption of alcohol in their public facilities. Due to the special “isolated” nature of the Castle Hill Village, the SDC have made concessions towards the consumption of alcohol in the Village Hall.

BYO alcohol consumption in SDC facilities is NOT permitted! However, it is permitted in the Castle Hill Village Hall provided the following apply.

Failure to comply with these rules will jeopardise the future use of the Village Hall.

Event coordinators and casual users are obligated to undertake the following:

- A “HOST” will be appointed by the event coordinator
- All BYO alcohol containers will all be placed at an agreed location
- The HOST will NOT consume alcohol during their role as HOST
- The HOST will not allow under-age persons to consume alcohol
- The HOST will monitor intoxication levels of guests
- The HOST will not allow alcohol to be consumed by an intoxicated guest
- The HOST will ensure food and non-alcohol drinks are available to guests

We appreciate your assistance to help retain the social consumption of alcohol within this Council facility.

Have a pleasant event and let us know of any issues you think that the Village Committee may need to be informed of.

**CHCA on behalf of SDC.**

# CLEANING/CLOSEDOWN CHECKLIST

Use it to guide your cleaning and close-down of the hall.

Area	Action	Y/N
<b>Kitchen</b>	<b>All dishes</b> are either washed and returned to the cupboards and shelves, or they are clean in the dishwasher (you have left before the cycle finished).	
	<b>Benches</b> are clean and clear. <b>Shelves</b> clean.	
	<b>Hot water</b> turned off at wall and above water heater.	
	<b>Food</b> removed from <b>fridge and freezer</b> from your use.	
	<b>Tea towels</b> in a neat pile if you did not bring your own.	
	<b>Floor</b> swept/vacuumed and mopped if stained.	
	<b>Stove/oven, and microwave</b> cleaned and switched off at wall.	
	<b>Rubbish</b> removed from all bins. <b>Bins</b> cleaned if necessary. Replace <b>bin bags</b> (replacements in cupboard in kitchen). Note location of skips down Luge Loop	
<b>Toilets</b>	<b>Bowls and basins</b> cleaned.	
	<b>Rubbish</b> removed.	
	<b>Floor</b> swept/vacuumed and mopped if necessary.	
<b>Hall</b>	<b>Benches stacked 2 high</b> , and <b>trestle tables</b> and chairs put away. All <b>3 chair stacks</b> put into the storeroom.	
	<b>Floor</b> swept/vacuumed and mopped if dirty. Extra attention around fire if used.	
	<b>Mats</b> shaken.	
	Any <b>Chairs and stools</b> taken outside for your use returned to hall.	
	<b>Heat pump</b> turned off.	
	<b>Sliding door</b> locked, checked.	
	<b>Fire exit door</b> is automatically locked from the outside, check from outside	
	<b>Curtains and blinds</b> left open	
	All <b>lights</b> off, including <b>toilet lights</b> .	
	<b>BBQ</b> cleaned and returned to room. <b>BBQ access door</b> locked from the outside and key replaced on hook inside, next to door.	
	<b>Cleaning room</b> hot water switch is OFF. Mops left on hooks to dry. <b>Door</b> locked and <b>key</b> returned to storeroom.	
<b>Closedown</b>	<b>Fire exits are clear.</b>	
	<b>Back door</b> locked and key replaced in lock box.	
	<b>Check, from the outside, all doors</b> are locked-particularly the <b>side exit door</b>	

Have you scanned the QR code by the back door and entered your details? It is important that we record hall use.

*Thank you for helping the Castle Hill Community care for this facility.*