

## Chilton Village Hall Management Committee- Notes for hirers considering the use of drapes in the Hall

The safety of occupants of the Hall is a main consideration at all times, and hirers must accordingly adopt a safe decorative layout if planning to use drapes for hall decoration. Prior approval for such use must be obtained in advance from the Management Committee before the event. The use of hired drapes made entirely of fire-retardant material is normally permitted subject to prior production of a current BS fire certificate. This can be obtained from the hire company concerned.

Hooks are provided along the base of the pinewood heater support pelmet panels, spaced at 40 cm (16") and are suitable for drapes eyeletted at 60 cm (24") intervals. There are 35 hooks on the long walls and 17 on the sliding-door cupboard wall. For heater safety reasons, drapes suspended from these hooks are the **only** permitted drape-hanging method. The approximate height of the pelmet to skirting board is 2.25 m (7' 4").

Again for safety reasons drapes are **not** to be hung in front of the 2 emergency exits and the two adjacent wall-mounted fire alarms, the Hall entrance doors from the lobby (these are also an emergency exit) or the fire extinguishers. Spaces should also be left to permit both of the wall-mounted extractor fans to function.

The table below, which was compiled in July 2009, is not exhaustive but lists some companies that will hire out or sell drapes.

Name	Address	Contact details	Notes
Visual Bliss	5 Memory Cross, Landscope Ashburton, Devon TQ137NB	01803 762 326 <a href="http://www.visualbliss.co.uk">www.visualbliss.co.uk</a>	Range of colours available.
Jigsaw Events	5 Heighten Crescent, Littlethorpe LE19 2JN	0116 248 9421 <a href="http://www.jigsaw-events.co.uk">www.jigsaw-events.co.uk</a>	Range of colours available.
Blackout Ltd	280 Western Road, London SW19 2QA	0208687 8400 <a href="http://www.blackout-ltd.com">www.blackout-ltd.com</a>	Range of colours available.
The Curtain Shop Oxford Ltd	220 Banbury Road, Summertown, Oxford OX2 7BY	01865 553 405 <a href="http://www.thecurtainshopoxford.co.uk">http://www.thecurtainshopoxford.co.uk</a>	Range of colours available.