

## HIRERS INFORMATION – COMMUNITY HALL

- **Emergencies** – please familiarise yourself and your guests with the plan by the noticeboard and ensure that exit routes are kept clear. First Aid kit is in kitchen.
- **Safety issues** – you are responsible for safe use of all the facilities. Please be aware of inherent risks in use of kitchen, electrical equipment, car park and grounds. Please make any necessary supervisory arrangements for children or disabled.
- **Accidents, breakages, faults** – please write in record book (in kitchen drawer).
- **Toilets** – Mens and Ladies are off the entrance corridor, the Large Hall also has a toilet for Disabled off the far exit corridor, opposite store room.
- **Kitchen crockery** – in the unlocked kitchen cabinets – teapots, trays, glasses, cups, plates. All to be returned clean and dry. Tea cloths are by sink. Drinking glasses are not to be taken outside; please remove all broken glass into Recycling bin.
- **Kitchen equipment** – for use by capable adults only. Manuals in kitchen drawer if needed. Please observe safe food handling practices.
- **Lights** – main light switches are by front door.
- **Tables and chairs** – in store room, please return clean.
- **Brooms, sweeper, mop, dustpan** – in store room and washroom.
- **Rubbish** – please take the bulk of your rubbish away with you. Residual waste and clean recycling – separate bins in kitchen.
- **Heating** – has been time set for your hire. Output may be adjusted using thermostat on wall in the main Hall. Override by pressing the ON or OFF button near it. Do not adjust radiators or boiler.
- **Decorations** – only stick or hang off the blue gloss painted surfaces. You will be charged for cleaning up/ damage from misuse of bluetack, sellotape, confetti, silly string, etc.
- **Noise and license restrictions** – please do not create a nuisance to our neighbours, leave quietly and please observe the license terms in the noticeboard.
- By prior arrangement with letting agent – induction loop amplifier and microphone.

### End of hire checklist -

- Hall, kitchen, equipment, tables, chairs, corridors, toilets, bins - should all be left as you would wish to find them, clean and dry. Leave NO foodstuffs. Leave Water Boiler off.
- Chairs should be in trolleys with four either side of the kitchen/store doors.
- All windows and doors should be securely closed. Please ensure exit door rods are engaged – pull centre knob/lever to engage. All electrical appliances should be switched off.
- All inside lights should be turned off. Please remember toilet lights. Outside lights are automatic.
- Any damage or faulty equipment or accidents should be written in to the report book in kitchen drawer.
- All bulk rubbish should be removed. Room Thermostats should be set to 20 degrees.
- Gates should be closed unless another hire is in progress.

The Halls representative will meet you at the Hall at the end of your hire period unless otherwise arranged.

IN CASE OF NEED DURING YOUR HIRE PLEASE CALL

THANK YOU

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Brookwood Memorial Hall*

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www.bmhalls.org.uk*