

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. Assembly Point is outside gates. First Aid and Burns kits are in kitchen. Plasters in drawer. Accident Report Book in drawer.
- **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 Memorial Hall also has a toilet for Disabled off the far exit corridor, opposite store room, available by prior arrangement.
- **Kitchen crockery** – in the unlocked kitchen cabinets – teapots, trays, glasses, cups, plates. All to be returned clean and dry. Cutlery by prior arrangement. 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. End Hall light switch is by kitchen 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. Turn dial to adjust temperature. Return thermostat to 20c at end of hire.
- **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.
- **Music system** – 2 x 8” 120 watt speakers, instructions on Master speaker. Connect via Bluetooth (may have to turn both devices Off then On), earphone jack, SD card or USB.

By prior arrangement with letting agent – induction loop amplifier and microphone, cutlery.

End of hire checklist -

- Hall, kitchen, equipment, tables, chairs, corridors, toilets, bins - should all be left as you would wish to find them, wiped down, clean and dry. Sweep floors, mop and dry if necessary. Leave NO foodstuffs. Leave Water Boiler and taps off and not dripping.
- Chairs in trolleys, with four chairs either side of the kitchen/store doors. Tables in store.
- 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