

HIRERS INFORMATION – MEMORIAL 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, Burns kit and plasters are in kitchen drawer. Accident Report Book is in kitchen drawer. Assembly point is outside gates.
- **Safety issues** – you are responsible for safe use of all the facilities. Please be aware of inherent risks in use of stage, 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, a toilet for Disabled is off the far exit corridor.
- **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, guidance in kitchen drawer..
- **Lights** – Large Hall main light switches are in corridor by Committee room door. Large Hall. Uplight dimmer switch is up the adjacent stairs to stage, then on left wall (below stage tube lights switches). Lobby light and external lights are automatic.
- **Tables and chairs** – in store room (Large Hall – off exit corridor), please return clean. 10 Large tables and 6 Small tables live in trolley with safety strap affixed. 120 black chairs live in 3 trolleys – 2 adults needed to move trolleys safely. In Committee Room – 12 red wooden chairs, several small tables, 15 blue folding chairs in trolley. On stage – 1 Large table, trolley with 15 red folding chairs.
- **Brooms, sweeper, mop, dustpan** – in side corridor/cupboards
- **Rubbish** – please take the bulk of your rubbish away with you. Residual waste and clean recycling – separate bins in kitchen/corridor.
Heating – has been time set for your hire. Output may be adjusted using thermostat on wall in Hall or Committee room (separate systems).
- **Decorations** – only stick or hang off the wooden pelmet rail or the hooks provided. You will be charged for cleaning up/ damage from misuse of bluetack, sellotape, confetti, silly string, etc. Ladder in side corridor, safety instructions in kitchen drawer. DO NOT stand on chairs.
- **Music player** – Stage speaker controls 3x150 watt speakers, instructions on speaker. Connect via Bluetooth (may need to turn both devices off and on), earphone jack, USB or SD card.
- **Noise and license restrictions** – please do not create a nuisance to our neighbours, keep curtains drawn if playing loud music. Please leave quietly and please observe the license terms in the noticeboard.
- **WiFi** – available throughout for socially acceptable use, limited bandwidth. Access password displayed in each room.
- **By prior arrangement** with bookings administrator– cutlery, PA system with microphones, induction loop amplifier and microphone, stage electrics, stage performance lighting.

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 in Standby mode and not dripping.
 - Chairs should all be in trolleys. Tables (10 Large, 6 Small, safety strap affixed) and 120 black chairs live in trolleys should be in store room. One blue chairs trolley lives in Committee room with a few small tables. One red chairs trolley lives on stage.)
 - 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 besides fridge, which should be empty and clean.
 - All inside lights (& toilet lights) should be turned off. Lobby and Outside lights are automatic.
 - Any damage or faulty equipment or accidents should be written in to the report book in kitchen Drawer or reported.
 - All bulk rubbish should be removed. Thermostats should be returned 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

Hirers Info Memorial Hall Lettings Agent 07757 969231 Nov2021

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