

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.
- **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, 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** – 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).
- **Tables and chairs** – in store room (Large Hall – off exit corridor), please return clean.
- **Brooms, sweeper, mop, dustpan** – in 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) Extra hour can be set by pressing ADVANCE button on units in kitchen by boiler. Do not adjust radiators or boilers.
- **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.
- **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– cutlery, music cabinet, speakers, 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.
- Chairs should all be in trolleys. Tables and black chair trolleys should be in store room. (One chrome 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 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*