

Information sheet for all hirers

Opening and Closing the Memorial Hall

The Memorial Hall will be opened for your hiring by the caretaker, [**Bart. Marzec**] and will be closed for you at the time you have indicated.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period unless they have spoken previously to the caretaker.

Please telephone the caretaker on **07415 896 319** for assistance or if you wish to arrange for keys to be collected by yourself and returned immediately after locking up.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the Memorial Hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Safety

The Memorial Hall has a No Smoking Policy.

In the event of a fire, the Memorial Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the fire exits and fire extinguishers must be noted before the Memorial Hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the following page).

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice.

A first aid box is on a shelf under the bar.

Memorial Hall Telephone

The Memorial Hall has no telephone and you are advised to bring a fully charge mobile telephone for use in case of emergency.

Car Parking

The lane leading to the Memorial Hall is a public road and this must not be obstructed. The village hall car park will accommodate a good number of cars if they are parked sensibly.

Consideration for Others and Waste disposal

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or tape on the walls or other surfaces. Use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the Memorial Hall clean and tidy and take your waste and rubbish home, as the Council does not collect refuse from the Hall. In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboard.

Cleaning

There are cleaning materials in the cupboard located in the gents toilet, which can be used for cleaning the hall at the end of the hire.

Faults/ Damage/ Comments

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the village hall.

Location and Use of Fire Equipment for Hirers