User Notes for The Bouverie Hall

The conditions for the hire are contained in these User Notes which form part of this agreement. The Management Committee reserve the right to cancel the booking, without notice, in the event of the Hall becoming unusable. They are to be read in conjunction with and, in addition to, the Terms and Conditions for the Hire of The Hall

Contact Details bookings@bouveriehall.co.uk

KEYS
We will advise you the procedure to collect the key once your booking is approved.

HALL SIZE
The hall measures 17.7M long, 10.6M wide.

HALL PARTITION
This can **only** be put into position and put back by a member of the Bouverie Hall. This **must** be arranged at the time of your booking.

LIGHTING
The main switch panel is on the left inside the ticket office. The lights for the Main Hall are marked in red. There is a sign above explaining the light switches.
The stage floodlights are the property of PVADs. They are not available for use.

HEALTH AND SAFETY
The Hirer is responsible for ensuring that an operational mobile phone is available during the period of hire in case there is a need to contact the emergency services. There is no telephone facility in The Hall. There is a small first aid box in the Kitchen.
Smoking, vaping or any kind of e cigarette is not permitted anywhere in the Hall

FIRE EXITS AND DEFIBRILLATORS
Plans of the fire exits are situated around the building. The two sets of doors at the front of the Hall are the main fire exits and have twist locks for easy opening. There are illuminated signs over the fire exit doors. Hirers should ensure that anyone attending the hall is made fully aware of the exits. If a fire is discovered, please evacuate the Hall immediately and assemble on the far side of the car park to ensure everyone has left the hall. There is a 'break glass' fire alarm point at the side of the main entrance door and also one in the kitchen, on the wall by the dishwasher and light switches. Please call the fire brigade on 999 to advise of the incident, giving the location of the Hall, post code is SN9 5EQ. The nearest defibrillators are at the Scout Hut or near the bus shelter next to the fire station. No-one must re-enter the Hall until the Emergency Services have confirmed it is safe to do so.

HEATING
The oil central heating is thermostatically controlled. The Hall is heated between October and April. Electric fan wall heaters positioned in the Hall and foyer can be used to supplement the heating. Payment for this is by £1.00 coins in the meters at the far right of the Ticket Office on the right hand side of the Foyer. Instructions for their use are above the meters.

COOLING
The cooling extraction fans are in the ceiling of the Hall. Switches are located on the Wall beside the serving hatches. Please ensure they are turned off at the end of the session.

SOUND
The sound loop is activated by turning on the Hall Sound Console in the Spanswick Room (to the right of the stage). Instructions are on the wall beside the console.

USE OF THE KITCHEN/CATERING
If used, the hot water heater for sinks will need to be turned on. The switch is on the wall below the heater. Please turn off after use
If used, the water boiler for hot water for drinks will need to be turned on. The switch is on the wall behind the boiler. Please turn off after use

The instructions for the dishwasher are provided above the dishwasher.
Please ensure all food waste is removed from plates before placing in the dishwasher.
The detergents for the dishwasher are dispensed automatically.
NO EXTRA CHEMICALS NEED TO BE ADDED.

Instructions for the microwave, oven and grill are on the wall next to the ovens.
Please ensure the Kitchen is left clean, if the ovens have been used any spillages should be cleaned up as soon as possible. The oven instructions give details on how to access the trays beneath the ring elements. Check the fridges to ensure no items have been left and it is clean and all spillages mopped up

There is a Wine Fridge in the Kitchen, this will need to be plugged into the socket immediately below the counter by the wine fridge. The Wine Fridge will need to be switched on several hours before the event to ensure the correct temperature is obtained. Please do not accidently switch off the internet booster next to the empty socket.

CLEANING
Please ensure the hall is left clean and tidy. Bin bags and some cleaning cloths are available in the kitchen. There are no tea towels in the Hall, you will need to bring them. A dustpan and brush, a floor broom and a hoover are also available. These are in the storage room where the chairs and tables are kept. The brooms are in a little cupboard to the left of the room as you go in a mop and bucket is available in the kitchen.

DECORATIONS

The Hall is seasonally decorated and the decorations can only be moved by a member of the Committee. If you wish to use your own decorations, please advise at the time of booking. Please note: Decorations of a combustible nature may only be used with the prior consent of The Committee before the hire. No decorations should be attached to the walls using Sellotape or Blu-Tak. NO ball games are permitted in the Hall.

On Departure Please leave the Hall quietly. The Hall is surrounded by houses.

KITCHEN
Check water heater is switched off
Check water boiler is switched off
Check dishwasher is drained and switched off and the filters have been cleaned
Fridges are to be left **ON**
Check the oven, oven fans, grill and microwave have been switched off (if used)
Please take away as much of your waste as possible, especially if it is recyclable
Please lower the blinds
Please turn off the lights and close both doors

HALL
Check table and chairs have been returned correctly and safely, see posters in storage cupboards.
Please ensure all cooling fans and supplementary heaters have been switched off
Check and flush all toilets
Check all internal doors are closed
Check all lights are switched off
Check sound loop is switched off
Check cooling fans and electric heating fans are turned off
Check no one has been left in the building e.g. in the toilets or kitchen.
Check all doors are closed and the exit doors are locked
Please leave the hall in a clean state.
Please return key to Wootton's as soon as possible. If they are closed you can put the key through the letterbox.

BREAKAGES OR PROBLEMS
Please advise us of any breakages or problems. Breakages may be charged for.

We appreciate the care and attention that Users give to the upkeep of the Hall.

We wish you a very Happy and Successful Event.