

Access to the Hall is via a digital passcode which will be sent with instructions prior to your event.

Car parking should the tarmac area prove to be insufficient please use only the grass area between the Hall and the main road. Land on the northern side of the Hall is unsuitable for vehicles. Please do not block the doors to the fire exits.

**Access to the Main Entrance must be kept clear for the passage of emergency vehicles at all times.**

Access: Entry through the porch door and main double doors are by the silver keys. The main door is protected by an intruder alarm. Please remove the key from the lock before opening the door and close the door before inserting the key when you leave. Do not lock the door whilst anyone is inside the building as the alarm will be triggered by movement.

**Doors must be kept clear at all times – please do not put tables or chairs across them, ensure vehicles are not blocking the doors.**

Electric's: Switches are located on a board in the kitchen. Before operating any switches turn the main switch-key located immediately below the switchboard to the 'on' position. External lighting is on a delay switch – make sure the switches in the Foyer area are in the off position before you leave.

Tables and Chairs: These are located in a store towards the rear of the main hall behind the folding doors. Please return to the store after your function.

Bar Facilities: The Hall Management Committee holds a license with conditions. Please refer to T&C's for full details.

Clearing up: Hirers are required to wipe tabletops and put away the tables and chairs in the store. Remove all rubbish (including balloon's etc.) immediately after the function / next morning clear up. All rubbish must be placed in the dustbins provided outside the Hall. If they are full, the hirer must remove the excess waste. Please leave kitchen clean and tidy. Please leave the toilets clean and tidy. Sweep or vacuum all areas of the hall that were used. brooms etc., are located in a store off the foyer.

Fireworks / Lanterns: The Hall Management Committee **DO NOT ALLOW FIREWORKS, LANTERNS OR BONFIRES ON HALL PREMISES.**

Candle's/nightlights: If wanting to use candles/nightlights please provide safety mats under each candle/nightlight.

Cooking of food: Only the kitchen may be used to cook food – if having a 'hog roast' or 'barbecue' these must be located outside the Hall and not near any fire exits or doors.

On vacating the hall

Please ensure that the Hall is left clean and tidy and that all candles/nightlights etc., are extinguished. Please check that all windows and doors are closed, including doors to fire exits.

Please note – Emergency signs remain on at all times