

So you've booked our hall

Best Practices

- Collect the front door key (as per the email) no sooner than 15 mins before your hire begins. Likewise, return the key no longer than 15 mins after hire
- There will be an alarm fob with the key, when you open the front door please use it to turn the alarm off. The panel is on the right of the door. You must always use the fob upon exiting at the end of the night to set the alarm. Present the fob once to the top left of the panel to deactivate the alarm, exiting offer the fob twice (not too quickly) to the same spot, the exit tone will sound and leave the hall, close and lock the door. The fob should be presented to the indicated area on the image below



- Upon arrival ensure that the hall is as you'd expect, any issues report them straight away (photos always help)
- Table and chairs can be found in the cupboard to the left of the stage, each round table can seat 10 people, tablecloths are available if requested. Tables must be stored face to face to avoid damage, chairs must not be stacked more than 10 high
- If you've booked the bar, the bar staff will arrive no later than 30 mins before your function begins, the bar will open at the start of your function
- All glasses must be returned to the bar
- No alcohol can be brought into the hall, only alcohol purchased in the hall can be consumed (this is a term in our licence)

- No children under 18 can buy alcohol from the bar, ID will always be requested if you luckily appear to be under 25
- If the kitchen is booked you will find all you require within the room, the cookers are fully functional and must be switched on with the large yellow and red power isolators located on the wall beside each unit. The extraction fan must be used whilst the cookers are in operation. At the end of your function all kitchen implements used must be washed up, dried and put away. You'll have to bring your own tea towels. Washing up liquid is supplied.
- At the end of the evening all floors used must be swept and or vacuumed, there is a cleaning cupboard by the kitchen external door with everything you require. Any spills must be mopped up as well as any dirty flooring (please don't use excessive water), kitchen work surfaces must be sanitised. You are expected to leave the hall in a clean condition for the next hirer. This includes the toilets, again if these require mopping at the end of your function, we expect it to be carried out. If you need to vacuum the whole floor then there is a push along unit at the end of the kitchen (as per image to the left) otherwise



there is a small vacuum for localised use.

- We permit 2 bin liners of rubbish to be disposed of in our outside bin, no more as it only gets emptied once a week.
 - All children under the age of 16 and under are the responsibility of a responsible adult
 - There is a sound system in the hall, if this is required, please ask at the time of booking.
 - Any hall equipment not booked must be left alone
 - If the fire alarm is triggered and there is a fire, you must leave immediately and call 999, then contact a hall representative
- If the intruder alarm won't activate upon exit the keypad will inform you as to why
 - The hall is covered with CCTV for your safety

Failure to adhere to most of the above may impact the deposit for your hire.