# St Paul's Hadley Wood

## HALL HIRE GENERAL INFORMATION 2026-7

- **For the terms and conditions of hiring the hall please see the Hall Hire Terms and Conditions document**
- **For the prices of hiring the hall please see the Hall Hire Charges document.**

## Access

The key safe is located to the right of the red hall doors, next to the wooden side gate. Open it and input the 4-digit code that you will be given the week of commencement of your hire. A set of keys will be inside which will gain you access to the red hall doors.




Vehicles must not be parked immediately outside the Hall – this area is for use when delivering or loading up and MUST be kept clear at other times in case ambulance or fire services must gain access in an emergency. The Organiser should make the reason for this clear and is responsible for ensuring that this is complied with by guests and other members of their party.

## Corridor

Please keep the corridor clear of any obstructions.

## Hall

### Hall Partition

There is a partition that allows you block off one third of the hall which you may want to use to block of children's access to the nursery equipment. Currently we ask that you request this be put in place before you event and it will be set up when you arrive.

### Fire Exits

In the event of a fire please exit the building using the nearest fire exit (photos of hall fire exits on next page, a 'Fire Exits Plan' can also be found in the documentation tab on our Hall Booking Online page). The fire assembly point is the green area behind the playground, next to the gate that leads onto Crescent East and there are two signs that indicate this area. Once at the fire assembly point please alert the fire brigade by calling 999.

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### Chairs and Tables

- Please **DO NOT** use any preschool resources that are stacked in one corner of the hall.
- **Children's chairs** (wooden) X33 can be found stacked at the back and side of the hall.
- **Children's tables** x6 are the wooden ones that are pushed to the side of the hall.
- **Adults' chairs** x100 are stacked in the top left corner of the hall when entering through the door nearest the kitchen.
- **Adults' tables** x8 small tables measuring 76x92cm and x10 large tables measuring 69x182cm can be found in the storage room opposite the kitchen, the key code to which is stuck up on the door.

## Kitchen

### Appliances available:

- Cooker with 4 rings, grill/oven and oven. On/off switch on wall above cooker, please turn off after use. Make sure to clean after use.
- Small toaster. Make sure to wipe down after use.
- Microwave. Make sure to wipe down after use.
- Kettles
- Fridge labelled with 'Hall Hirers.' Make sure to take anything stored in there away afterwards and wipe down the shelves.

Crockery and cutlery available upon request. Please do not use any crockery or cutlery unless pre-arranged.
Please do not use the coffee machine, dishwasher, second fridge or anything in the cupboards labelled Alphablocks.
Please only use the back door in the event of an emergency.

### Cleaning:

- Washing up liquid is available for your use.
- Please bring your own sponges, tea towels etc.
- Please make sure that anything that you use is washed up and put away.
- Please take **all** your rubbish home with you.

## Toilets

### Children's Toilets

There are two children's toilets directly off the hall.
Please make sure that children use these toilets and not the adult's toilets.

### Adult's Toilets

There are male and female toilets for adults off the corridor that you are welcome to use.
Please make sure that only adults are using these toilets and that the children use the children's toilets.

## Grounds

Feel free to use the grounds for games and activities.
Please leave the grounds as you found them.
If you wish to have a bouncy castle, any other inflatables or high-risk activities in the grounds inform the church administrator and provide a copy of the providing company's insurance.

## Storage Room

Cleaning equipment and products, including vacuum cleaners, brooms, and mops (the mops are colour coded and there is signage in the room to inform you which mop to use for different areas and spills), are available in the storage room. Feel free to use these to clean up after your event. Please return all cleaning equipment and products to where you found them.

We will program the heating to be on during your event depending on the forecasted temperature. Please DO NOT attempt to alter the heating yourself, if you are having issues with the heating and need it to be altered, please call the emergency number provided.