

Important Information for Hall Hirers

This guide provides simple, practical instructions to help you use the Hall safely, respectfully, and efficiently during your booking.

1. Access and Keys

- The Hall keys are kept in the **key safe to the left of the front door**.
 - Remove the keys **only to unlock and lock the door**, then **return them immediately** to the key safe. This reduces the risk of keys being lost.
 - The **key safe code** will be provided in your booking confirmation email and is changed periodically for security.
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2. Lighting Controls

Main Hall Lights

- Controlled from the switches labelled “**Hall**”, located **below the electrical panel** behind the door on the **left side of the stage**.

Wall Lights

- Controlled from the switch **next to the double doors** at the back of the Hall.

Stage Lights

- Operated from the **control box on the right-hand wall** of the stage area.
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3. Tables and Chairs

- **Tables** are stored **under the stage**.
 - **Chairs** must be stacked in **stacks of no more than 10** and kept at the **back of the Hall**.
 - Please use the **chair trolley** when moving chairs to avoid damaging the floor.
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4. BBQ Use

- BBQs may be used **only in the small back garden**, accessed through the **fire exit at the back left of the stage**.
 - **Gas BBQs are preferred** for safety.
 - Never leave a BBQ unattended.
 - Be aware of the nearest **fire blanket** and **fire extinguisher**.
 - Take all necessary precautions to prevent fire.
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5. Closing Down Checklist

Before leaving, please ensure:

- All **doors and windows** are closed.
 - All **lights** are switched off.
 - All **taps and appliances** are turned off.
 - The Hall is left **clean, tidy, and secure**.
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6. Heating and Thermostat

- The Hall is heated by **six large radiators** and a **gas boiler**.
 - The thermostat is located on the **right side of the stage**.
 - Please **do not set the thermostat above 20°C**, as large temperature changes can damage the walls.
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7. Curtains

- Handle curtains with care.
 - Use the **pole provided** to open and close them.
 - Do not pull the fabric directly.
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8. PA System

- The PA system is located in the **right-hand stage cupboard**.
- It includes an **amplifier, mixer, and microphone**.
- Please operate with care and do not adjust wiring or settings beyond basic use.

9. Smoking

- Smoking is **not permitted inside** the Hall.
- Smoking is allowed only in the **designated areas**:
 - Outside the **front door**
 - In the **back garden**

If you have any questions during your hire, please contact the Hall Manager using the details provided in your booking confirmation.

Thank you for helping us keep the Hall safe, clean, and welcoming for everyone.