

Kimpton Memorial Hall

USEFUL & IMPORTANT INFORMATION FOR HIRERS OF THE GREEN ROOM

- The Green Room can be used independently of the Main Hall and therefore you may not be only users in the building. The only time you should need to go through the Main Hall would be to collect cleaning equipment from the Cleaning Cupboard in the main kitchen.
- Instructions regarding the collection of the key will be found in the booking confirmation email. The safe custody and return of the key is the responsibility of the hirer, even if this is delegated to another person.
- **We do not have a caretaker** and expect hirers to leave the building as they would wish to find it.
- **Lights** - The lights in the Green Room corridor work automatically but the ones in the kitchenette area are manually operated. The lights in the Green Room (switch to left of the double doors as you go in) are dimmable and the lighting can be adjusted to suit the event; see labels by the switches. Please ensure they are switched off when you leave.
- **Heating** - The corridor and Green Room heating is controlled by a timer and thermostat. Please refer to the instructions displayed if adjustments are required.
- **Furniture** - Chairs and tables are stored in the store room at the end of the corridor opposite the doors into the Main Hall. Please put them away tidily. The wooden table stays in the Green Room but can be folded down and moved if required.
- All chairs (folding) are stored on trolleys in the storeroom, none are left in the Green Room.
- **Projector & screen** – if you have requested use of the ceiling mounted projector, the key for the equipment cupboard will be with the Green Room key. The small cupboard on the wall in the kitchenette houses the remote control, power switch key and cable to connect a laptop to the projector.
- There is a water boiler for making hot drinks in the kitchenette area and crockery etc. in the cupboards. Hirers need to supply their own tea towels.
- **Toilets** - There are 2 unisex toilets off the corridor and the larger one also has a baby changing facility.
- **First Aid** - There is a small First Aid kit in the kitchenette and another in the Main Kitchen, which is where you will find the accident report book. There is a portable defibrillator hanging on the wall outside the Green Room.
- Please familiarise yourself as to the location of fire-fighting equipment and emergency exits. In the event of an emergency, raise the alarm, evacuate the building, call the emergency services and assemble in the car park by the entrance to BT Exchange building.
The Hall's address is **Hall Lane, Kimpton, SG4 8RD**. There is no public telephone.

Before you leave please:-

Sweep the floor – there is a broom in the stairwell to the stage nearest the kitchen and a dustpan & brush under the sink. Other cleaning equipment is in the cupboard in the Main Kitchen.

Put all furniture away tidily in the storeroom. Tables must be cleaned if necessary.

Turn off all lights – The outside lights, toilet and corridor lights work automatically and cannot be turned off by hirers.

Close all doors

Wash, dry and put away all crockery etc. (Hirers need to supply their own tea-towels.)

Ensure kitchenette area is tidy & light turned off.

Check the toilets are flushed and tidy.

Put excess rubbish in the outside bin. The key is on a hook above the fridge in the kitchenette. If the bin is full you **must** take your rubbish away with you

Thank you

For any urgent problems please call the Booking Secretary on 07484 355914