

Kimpton Memorial Hall

USEFUL & IMPORTANT INFORMATION FOR HIRERS

- We do **not** have a caretaker and expect hirers to leave the Hall as they would wish to find it.
- The light switches for the foyer and emergency exit lights are in the foyer. The **Main Hall lights** are controlled from a panel on the wall just inside the left hand door from the foyer. The main lights can also be controlled from an identical panel on the left of the stage (as you look at it from the Hall). There are also downlights that can only be controlled from a dimmer switch on the left of the stage. In the event of a power failure, emergency lighting will illuminate immediately. The emergency exit signs should be switched on during the period of hire.
- Should it be necessary to turn off all power to the Hall, the main switch is in the "Electricity" cupboard in the kitchen. The reset switch for tripped fuses is also in this cupboard.
- Please familiarise yourself as to the location of fire-fighting equipment and emergency exits. (See notices in the foyer and Lounge). In the event of an emergency, raise the alarm, evacuate the building, call the emergency services and assemble at the top of the car park by the entrance to the BT Exchange building. **Emergency exits must be kept clear at all times.**
The Hall's address is **Hall Lane, Kimpton, SG4 8RD**. There is no public telephone.
- There are First Aid boxes in the kitchen and Green Room refreshment area and there is a portable defibrillator hanging on the wall outside the Green Room.
- The heating in all rooms is controlled by timers and thermostats. Please follow instructions displayed to adjust if required. Hirers are asked not to turn off individual radiators as the next users will have no heat.
- Nothing is to be stuck to the walls or woodwork using adhesive tape or drawing pins. White tack can be used but **MUST** be removed after use. Picture hooks may be used to hang things from the dado rail in the Main Hall. A limited supply of hooks is available in a drawer in the kitchen.
- Please do **NOT** drag any furniture or equipment across the Main Hall floor. The floor must be protected from anything sharp that could damage the surface. Any spillages should be mopped up immediately. Cloths, mops etc are in the Cleaning Cupboard in the kitchen.
Please do not use any cleaning solutions on the Main Hall wooden floor.
- Chairs and tables are stored in the store room – to the right of the stage as you look at it. Please put them away clean and in the correct places as indicated by notices in the store room. Table coverings are not to be stuck to the tables or table legs with sticky tape or similar.
- The **black, wooden arm chairs** stay in the **Lounge**. All other chairs (folding) are stored on trolleys in the storeroom. **NO** furniture is left in the Main Hall. The chair trolleys should be moved by 2 people
- There are baby change facilities in the Disabled toilet off the foyer and in one of the toilets by the Green Room. Used nappies must be disposed of in the outdoor bin.
- The sound system equipment is in the locked, metal cabinet on the left of the stage. If it has been hired, the keys will have been put out with the Hall keys. Please follow the instructions inside the cabinet.
- There is WiFi throughout the building. See notices in foyer, Lounge & back corridor for log in details.
- **Before you leave please:-**
 - **Sweep the floors** – brooms etc in cupboard in kitchen.
 - **Wipe clean all tables used and put all furniture away tidily and safely**
 - **Turn off all lights** – Lights in the Green Room corridor and all toilet areas work automatically and cannot be turned off by hirers.
 - **Open all curtains and secure with tie backs where these are in place**
 - **Shut the red stage curtains**
 - **Check all windows & doors are secure - even if you think they haven't been used.**
 - **Ensure kitchen is clean & tidy & all kitchen appliances, except the water boiler and fridge, are switched OFF. Wash, dry and put away all crockery etc.**
 - **Put ALL rubbish in the outside bin.** The key is on a hook in the **cleaning cupboard** in the kitchen. It is the hirer's responsibility to remove all excess rubbish from the site. **No side rubbish is allowed.**
- The hirer is responsible for safe custody and return of the key(s) – even if this is delegated to another person. Instructions for the collection of the key(s) are sent to the hirer in the booking confirmation email.

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