

Hall Hire Instructions

Arriving & Parking:

Access to the premises before your booking time is not allowed unless formally agreed beforehand. On arrival, open up one or both sides of the car park by disconnecting the chain from the outside post(s) and dropping it to the floor as shown in the [Hut Parking Instructions video](#).

It is **forbidden** to use the pavement for parking, dropping off, and picking up. If there are not enough parking places, then the surrounding streets must be used. Please **inform your attendees**.

Door Access:

The main entrance door and the individual room doors are fitted with keyless locks. You will be emailed a PIN with instructions that will give you access to the entrance door and the room(s) that you have hired during your booked time. The PIN will **not** work before your booked start time, so please ensure your booked time allows for any setting up.

Safeguarding:

Children attending the event or session must be accompanied by at least one adult at all times.

Alcohol:

Selling food and drink, and underage drinking of alcohol on the premises, is strictly forbidden.

Heating & Cooling:

Modern air conditioning units are used to heat and cool the building. The controllers are very easy to use. There's a notice in each room explaining the different settings. You are free to switch units on and off, and adjust the settings, to suit your activity. Please keep all doors and windows closed to optimise the effectiveness of these units.

The unit(s) in the room that you have booked will only be switched on in advance of your start time if the outside temperature is less than 12 deg.C (heating) or greater than 25 deg.C (cooling). If you have booked the whole building, only the main hall units will be switched on in advance unless requested otherwise.

Do use the ceiling fans to improve heating effectiveness, as this will force hot air downwards.

Do not use the ceiling fans when air conditioning is on as this reduces the effectiveness.

Clearing Up & Cleaning:

Each room must be left clean and tidy, and furniture must be reset and stored correctly. If you have been notified that your event booking is the **last event of the day**, your finish time has been extended by 30 minutes at no charge as you must damp/wet mop the floor before you leave.

The vacuum cleaner, dustpan & brush, and wet floor signs are kept in the cabinet outside the men's toilets. In the sink cupboard in each room, you'll find cloths & sprays, cleaning jugs and bleach for wet mopping. Dry dust mop, wet mops and mop bucket, along with floor cleaning guidance that includes a QR code for a [floor mopping instruction video](#), are in the cleaning station outside the Studio.

Ensure that all rubbish is disposed of in the large multi-purpose waste bin at the side of the building (outside).

Respect Our Neighbours:

Do not use the main hall and main hall kitchenette fire exits except in an emergency. Keep the windows and doors closed by using the air conditioning units for cooling as required, and avoid playing music too loud, otherwise the installed sound limiter will cut off the power to the music equipment in use.

Ensure that your attendees do not congregate and chat outside, disperse quickly and by 10pm at the latest, and that they don't park on the pavement.

Respect Our Premises:

When leaving switch off air conditioning units, heaters and lights. Failure to do so may result in additional charges.

Close all doors, ensure the catch is down on the main entrance lock, lock the front door (if used), and Please refit the chains to the parking area if there are no other users in the hall as shown in the [Hut Parking Instructions video](#).

Report any damage to mickleoverhut@gmail.com.

For Urgent Support:

If there are any urgent problems during your period of hire please call **01332 498047**. This number is diverted to the volunteer who has agreed to be on standby at the time. Please respect our volunteers' time and only call if it's urgent. Non-urgent communications must be emailed to mickleoverhut@gmail.com.

We thank you in advance for adhering to these instructions and wish you all the best for your event.

Enjoy!

Mickleover Hut Volunteers