

TERMS & CONDITIONS FOR THE HIRE OF PONTARGOTHI MEMORIAL HALL

1. Pontargothi Hall Committee accepts no liability for loss or injury to any of your party in relation to your period of hire.

2. The building and environs of the Hall should be treated with respect and care. Any damage, however caused, should be reported immediately to the booking secretary or a Member of the Hall Committee. Please familiarize yourself with the requirements of our license in respect of dining capacity maximum 130 persons, seating capacity maximum 200 persons, fire arrangements and if applicable, the serving of alcohol.

Fire Safety: It is the responsibility of each group using the Hall to appoint a Responsible Person at the beginning of each meeting/event, this person should ensure that everyone is aware of the placement of fire extinguishers and the fire exits. The curtains covering the exit at the A40 end of the Hall should be opened. Please note that all internal fire doors should be closed at the end of a meeting by the person responsible for locking the Hall.

Should the kitchen be in use, people **MUST** be informed that should exit in an emergency **NOT** be possible through the Hall or past the toilets, then exit should be made through the store room. The key to the outer door is hanging next to the door.

The designated Fire Assembly point is in the car park, the corner protected by the hedge next to the A40. The Fire Brigade should be contacted in the event of ANY fire by the 999 service using the postcode SA32 7NG.

The use of fireworks, pyrotechnics, sparklers Etc. is strictly forbidden.

3. Any proposal to sell or serve alcohol on the premises must be approved in advance by the Hall Committee, **which will not sanction the serving of alcohol at an event where the majority of guests is under age.**

4. Any damage to the building's fabric or fittings will be referred to tender for repair or replacement quotes in full consultation with the hirer. (Animals, when in the Hall by prior permission, must not be allowed on the furniture or stage panels)

5. The contents of the Hall, furniture, catering and technical equipment etc. must be used respectfully, and any breakages paid for on a "new for old" basis.

6. If on arrival, you are unhappy with the condition of the Hall, please contact the Bookings Secretary. The Hall should be left litter-free, with furniture and equipment put away, lavatories flushed, and kitchen utensils cleaned. Charges are calculated to include the weekly cleaning and servicing of the Hall. If a booking necessitates extra cleaning, or removal of furniture, afterwards, a charge will be made.

7. Please switch off all lights, appliances and supplementary heaters before you leave. The immersion heater and lavatory lights are most often overlooked! On leaving the Hall must be locked and the key returned to the appropriate key-holder, and rubbish taken away, unless otherwise arranged.

8. The finishing time stated on the hiring agreement is the time you and your party should vacate the premises, including the car park. Running late can interfere with subsequent bookings and, at night, impinge on the Hall's neighbours. All events, without exception, must finish by 1am, and the Hall vacated by 1.30.
9. Hall users must not eat, drink or make any noise outside the building after 11pm.
10. Hirers must not sell tickets for parties, discos or dances without the prior consent of the Hall Committee or its nominees.
11. Please **do not** cause damage to the walls, furniture or fittings by use of sticky tape, or drawing pins, and remove any blu-tak **before you leave**.
12. Extra facilities such as audio-visual aids, specific arrangement of the modular stage and/or caretaker help with setting up the Hall are available if requested **in advance** of your booking.

Where is it? (and where does it go afterwards?)

Light switches

Left inside front door for lobby and outside light (NB outside is automatically timed).

Left inside main hall doors for main hall.

Left inside disabled and ladies' lavatories.

Right inside gents' lavatory.

Heating

Central heating is set to come on when the Hall is occupied. PLEASE DO NOT INTERFERE WITH THE CONTROLS UNLESS WE HAVE INVITED YOU TO DO THIS! If the heating fails you are not warm enough for any other reason, you are welcome to turn on the overhead electric heaters, for which the switches are to the left in the cupboard at the A40 end of the Hall. NB these do not glow, so please remember to turn them off at the end of your session. There are "instant" heaters in the **Meeting Room** which need switching on top right, as well as at the plugs.

Chairs

Please use the 30-odd chairs from the sides of the Hall. There are more, and trolleys for moving the stacks, behind the curtains, and/or in the store room off the meeting room.

Tables

These are stored on the movable trolley behind the curtains. You may also use the small tables from the meeting room if you wish.

Cleaning tools

These are to be found in the store room, brush and dustpan hanging on the pillar in front of you. You are not expected to do more than leave the floor free of litter and excessive dirt, spills etc. (cloths in the kitchen, and a mop for serious spills in the store room)

Catering

There are kettles, a boiler and large quantities of crockery in the cupboards in the kitchen, and teapots and thermos jugs in the sink cupboards if not on the kettle surface. The oven needs switching to “manual” or “auto” before use. The separate hob **cannot be used at the same time as the dishwasher**. The fridge is always kept on. **NB - you are advised to bring your own drying-up cloths, as the Hall cannot keep pace with the regular disappearance of these.**

Hot water

Please use the dishwasher for more than a minimum of crockery and utensils; it takes just a few minutes and does a great job. It needs switching on at the wall to the left, then just follow the instructions, not forgetting to take out the trays stored inside and put in the plug! Detergent is added automatically. Please allow 45 minutes for it to heat up before starting the first wash, and please empty, drain and swill out with clean water at the end of the last one.

Rubbish

The Council does not collect from the Hall. **Please take your refuse away with you including recycling.**

If you wish to have the modular stage in any particular set-up, or if you need caretaker assistance with setting up and clearing away, please ask beforehand. There is normally a charge for this.