

# Important Information for Hall Hirers

## ON ARRIVING:

- After unlocking, unbolt the right-hand door then turn on the high level switch on the left-hand side to activate the automatic door opening
- Decorations, signs and temporary posters, only mount these with non-permanent methods (do not use drawing pins or staples as they leave a permanent mark). Use blue tack, tape, etc. but must be removed carefully and fully afterwards
- The blue chairs are **NOT** to be used outside the Hall, there are 24 plastic chairs in the area to the right-hand side of the stage that can be used outside

## CLEARING AWAY:

- The time you book the Hall for should be adequate to allow for the following:
- Any contents temporarily removed from their usual positioning in the Hall must be properly replaced
- Tables to be wiped before stacking in the trollies to the left hand side room of the stage (7 tables per trolley x 2) the narrower tables (8) to be stacked on the stage
- Chairs to be returned to their original location, **NO MORE THAN 8 PER STACK**
- The floor to be swept as necessary. Any spills must be mopped up
- Brooms, Mops and Vacuum cleaner are kept in a cupboard in the committee room
- Any rubbish should be removed from the Hall and taken away
- The refrigerator should be cleared of any of the Hirer's items
- All toilets and washbasins to be left in a clean and tidy condition

## UPON LEAVING THE HALL YOU MUST ENSURE THAT:

- All taps are turned off and cooker knobs are in the off position
- Dishwasher (if used) is switched off and **DRAINED** as per instructions
- All windows are closed and secured
- Heating thermostat in Main Hall reset (if altered) to **20 degrees**
- Fire exit doors have been shut properly
- All lights are switched off
- Front doors are locked, both top and bottom lock

## KEYS:

Collect keys from Protheros Garage, 18 Cheyney Street, SG8 0LP (what3words /// reverses.upon.royal) during opening hours, otherwise from the Key Safe outside, next to Key Safe for Garage. Code will be issued 24 hours before hire

Please return the keys to the Key Safe, inputting the code again to lock the safe door