

ALL HALL USERS PLEASE NOTE

Please ensure that you are aware of the location of the **Fire Exits** and that you **do not obstruct them at any time.**

NUMBERS: While the hire lease allows for 120 Large Hall, 45 Small Hall these are numbers for sitting in rows - cinema style, please be mindful to allow for walkways, wheelchair users and access to fire exits. If you are having an event using tables and chairs advice is in the **large hall** no more than 14 tables seating up to 7 people and in the **small hall** 6 tables seating up to 7 people each table

CHAIRS: In the **large hall**, please leave them safely stacked in 4's against the long wall and in the **small hall**, Red chairs safely stacked 5x5 under windows and the 11 Black Chairs stacked by table cage

TABLES : Large Hall. After use the 11 large tables & 1 medium brown table must be returned and stacked safely in the trolley cage at the back of the hall. **Small Hall** 6 small tables up against the side wall, all other tables stacked safely in the cage

CLEANLINESS: Please leave the hall by cleaning all tables used with anti-bac spray and a yellow cloth in the kitchen by the hand washing sink. Please sweep the hall floor, (large broom by the table cage) or Hoover the floor if hiring small hall.

CURTAINS: Large Hall only close the stage curtains if absolutely essential, the tracks / pullies are not in working condition. When closing the curtains at the large window please use the pullies at the sides.

Small Hall If closing the curtains during hiring please open them before leaving.

USERS OF THE KITCHEN: Please keep the number of people in the kitchen to a minimum, this is for the safety of those serving drinks - cooking or carrying hot food and beverages. Please ensure **ALL Equipment Used** is cleaned including ovens and microwave.

SECURITY: You are responsible for the security of the building during your period of hire. At the end of your event please conduct a full search of the building before you leave, ensuring all taps are turned off, hall doors closed, lights are off (**The Lamp in the Foyer is a security light and is timed**)

Please take **ALL** your rubbish with you. **Thank you**