

Thirlmere Recreation Hall



Important Information for Hall Hirers

Arrival Details

Details about the hall key and access to the carpark, will be given nearer to your arrival date. If you have not received these 48 hours prior to your arrival, please contact **Jane** - thirlmerehallbookings@gmail.com

Arrival time is from noon on the first day of your hire period. For daytime/evening only bookings this will be at the time that is the start of your hire period.

Depending on the time of year, the gate may be locked with a combination padlock. If so, the code will be issued to you along with the arrival details. Please keep the gate closed and locked, otherwise you may find others using the carpark and you will be unable to park yourselves. **PLEASE DO NOT LEAVE THE CHAIN AND LOCK HANGING LOOSE ON THE GATE – IT MAY GET STOLEN**
Please ensure it is locked and the combination scrambled on departure day.

Please **DO NOT** drive over the grassed areas in any vehicle. All vehicles must be parked in the carpark area.

General

Please do not permit use of any of the hall facilities by the general public during the hire period. If you do not wish members of the public to have use of the carpark during your stay you will need to keep the gate closed. Please ensure the front door is kept closed.

FRIDGE - The switch for the fridge, is at the back inside the cupboard right of fridge

OUTSIDE LIGHTS - If you need outside lights on, one switch is inside, near the back door of the kitchen and one switch in the entrance hall. These will put all 5 outside lights on.
There are 2 box switches outside at each side of the front of the building, either of these switches will put ON or knock OFF all 5 lights.

RUBBISH - We now have lockable bins for the use of hall users only Please separate waste into:

- General refuse
- Paper & Card
- Glass, Plastics & Tins

And place in the appropriate bin in the car park

The key for the bins is on the hook in the kitchen

Please make sure the bins are **locked at all times** and that you ensure they are locked on your departure and the key is returned to the hook

HALL FURNITURE - Please take care when moving tables and chairs around the hall. Please do not drag them and make sure everything is returned to where you found it on arrival.
Please **DO NOT** dismantle the stage

Ball Games are **NOT** allowed inside the hall

Naked flames, candles, indoor fireworks or smoking are STRICTLY prohibited in the hall
Under no circumstances are fireworks, balloon releases and sky lanterns permitted

WiFi

There are two hubs in the hall and you will find the WiFi codes on the wall next to them. Please note that the hub is only 4G and is not suitable for downloading/streaming. The hall heating and hot water system relies on the WiFi and if it is overloaded this could well be affected.

AV System

We have recently installed a new AV system in the hall *****PLEASE DO LOOK AFTER IT *****
IT IS THE RESPONSIBILITY OF THE LEAD HIRER TO ENSURE THE SYSTEM IS USED CORRECTLY AND NOT DAMAGED. CHILDREN MUST NOT BE ALLOWED TO OPERATE THE SYSTEM

Heating and Hot water

We have installed a new heating system in the hall. The heaters in each room are pre-set for the duration of your stay to ensure a suitable ambient temperature.

Please do not cover or place anything on the heaters for any reason

Hot water in the kitchen and wc sinks is provided using an immersion heater. This will have been set on a timer and should provide sufficient hot water for your stay

The heating and hot water systems are controlled remotely.

The showers are electric and you will find switches in each shower room

Water Boiler

There is a new water boiler in the kitchen. The water isolation valve is in the cupboard next to the door. Once the water valve is turned to the open position, and the power switched on, the boiler will fill automatically and start to heat up. The water level is controlled automatically.

After filling, the HEATING light is illuminated and when the correct temperature is reached the READY light is illuminated.

IMPORTANT -If you are not using the boiler for a length of time, including if you go out for the day, please turn off the water valve and switch the boiler off at the wall.

When departing the hall at the end of your hire please turn off the boiler at the switch and turn the water valve to 'off'

Dogs

We are happy for you to bring your canine companions with you to the hall. We do however ask that you keep them under control and on leads outside the hall. Please be aware that the hall is in a rural setting with livestock in the surrounding fields and sometimes passing by the hall gate.

Dogs must not be left unattended in the hall and all dog mess must be picked up from the grounds, bagged and disposed of in the general waste bin in the carpark.

Overnight Groups

We do not provide beds or bedding

Please bring your own toiletries, personal towels, bedding, tea towels and toilet rolls

And please note we are near a residential area and ask that you keep noise to a minimum and do not play music after 11pm

Departure

Day of departure please leave by 12 Noon. Later by prior arrangement

Please make sure that you follow the guidance on the 'Departure Checklist'. This can also be found on the notice board in the hall and by the back door.

Please report any breakages or damage to **Jane - thirlmerehallbookings@gmail.com**.

All breakages or damage must be paid for.

All of the above is a requirement for our insurance.

Thank you for your cooperation. The volunteers really do appreciate it.
Thirlmere Recreation Hall Committee