

# 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](mailto: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.

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

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.

Please ensure all rubbish is put into the correct bins in the carpark. We recycle cans, bottles, newspaper and recyclable plastic.

Please **DO NOT** dismantle the stage

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.

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.**

Please report any breakages or damage to **Jane** - [thirlmerehallbookings@gmail.com](mailto:thirlmerehallbookings@gmail.com). All breakages or damage must be paid for.

**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.

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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**