
TIDENHAM WAR MEMORIAL HALL AND RECREATION GROUND TRUST

Coleford Road Tutshill, Chepstow NP16 7BN

Registered Charity Number 301640

Instructions for Hall Hirers

Issue v0.1

15/01/2024

Please find below instructions for users of the Tidenham War Memorial Hall.

❖ Before you book

- Please take a look at the online calendar here: [Tidenham Memorial Hall : Online Booking Calendar \(hallbookingonline.com\)](http://Tidenham Memorial Hall : Online Booking Calendar (hallbookingonline.com)) to confirm availability
- You may then either book online (which gives you the ability to amend or manage your booking, or
- Drop us a message at tidenhammemorialhall@gmail.com to secure the booking
- Please feel free to contact us to arrange a visit in advance of your booking if required
- Hall hire charges as of the publication date of this document are £10 per hour, to include time required to set up and clean up
- Hire fees are payable via BACS – please ensure that you include the invoice number as a reference for your payment

❖ When you arrive

- Key
 - The code for the key safe outside the front door will be provided to you at the time of invoicing, which is typically the Monday before your event
 - If the front door lock is being temperamental, pull the key out approximately 1mm, and it should cooperate.
- Light switches
 - Light switches for the front entry hall are in the hall, just outside the toilet
 - Light switches for the main hall are just inside the door, on the left
 - The light switch for the kitchen is a pull switch just inside the door
- Heating
 - The central heating is centrally controlled, and should be running when you arrive. If there are any issues, please contact us
- Ventilation
 - If it's too warm in the hall, windows can be opened, and the front doors can be lodged open to allow air circulation
- Tables and chairs
 - There are 66 padded folding chairs, stored on a hanging rack. When you return the chairs to the rack, please fill up the bottom of the rack before stacking chairs on the top
 - The tables are easy to set up – just lift the legs from the base of the table, and the tops of the legs should snap into the brackets
- Kitchen
 - There are cups, saucers, plates, serving bowls and platters, tumblers, and wine glasses in the cupboards near the main sink in the kitchen. There are also water jugs, a Tassimo coffee machine, kettles, and hot water urns
 - If you need to use the fridge, you'll need to switch it on at the wall
 - You will need to provide your own bin bags, tea towels, cleaning cloths, washing up liquid, and paper towels.
- Cleaning products

- There is a mop and bucket behind the kitchen door. Cleaning products and a Hoover are in the cupboard just to the right of the kitchen door.
- There is toilet roll in the cupboard with the Hoover.

➤ Accidents

- There is a first aid kit in the kitchen cupboard with the Hoover
- The accident book is on the notice board in the entry hall just inside the front door. In case of an accident, please complete the necessary form, and contact the secretary, Mary Evans, on 07980 264033.
- There is a defibrillator on the exterior wall of the hall – please follow the instructions on the defibrillator if required
- In case of fire, please exit the building via the clearly marked fire exits before calling 999. The hall’s postcode is NP16 7BN

❖ Before you leave

- Please ensure that you leave the hall, kitchen, and toilets as you found them – the hall is managed by a team of unpaid volunteers, and in the interest of keeping our charges as low as possible, we request that you:
 - take food waste home with you – other rubbish can be placed in either the recycling bins or in the black bins as appropriate
 - restack the chairs on the hanging rack
 - wipe down tables, and restack in the corner
 - wash, dry, and put away all cutlery and crockery used, and wipe down kitchen counters and sinks
 - drain urns, kettles, and coffee machines
 - If you’ve used the fridge, switch it off and leave the door wide open on your departure
 - ensure that toilets and hand basins are left tidy
 - sweep or Hoover all floors, spot cleaning as necessary
 - check that all windows are firmly closed and locked
 - check for left items on window ledges, radiators, kitchen surfaces, or in the fridge and the toilets
 - turn off all lights, ensuring toilet lights are switched off
 - lock external door, and return the key to the key safe

Version Control

Version	Purpose/Change	Author	Date

