

# General Information For Users Of The Willingdon Memorial Hall

## 1. Fire

In the event of fire, the Hall should be evacuated in an orderly manner using the appropriate exits. The assembly point is behind the flint wall in front of the Church Hall opposite and the Fire Service must be called by dialling 999.

## 2. First Aid

A First Aid Kit is provided in the kitchen area and details must be entered in the accident book when it is used. The nearest accessible Heart Defibrillator is in the red telephone kiosk outside the hall.

## 2. Electrical Equipment

Please ensure any electrical item brought into the premises is in good working order and fit for use.

## 3. Rubbish

All rubbish must be taken away with you at the end of the event.

## 4. Wi-Fi Access

The Wi-Fi network is **WMHall-User** and the Password is **Willingdon-2022**

## 5. Telephone

There is no telephone available at the Hall, however mobile phone coverage is good.

## 6. Car Parking

Church Street is a narrow roadway and must not be obstructed. The Hall car park is small but a good number of cars can be accommodated if parked sensibly, particularly along the side of the building. Any overflow should be parked on the roadway with due consideration for the residents access. The space immediately outside the front doors should be left clear for emergency vehicles only.

## 7. Heating

The heating has been carefully set to ensure maximum comfort for all users. Any comment you may have regarding your Hire should be addressed to the Chairman of the Hall Management Committee and sent to the Booking Secretary

## 8. Consideration for Others

As we are located in a residential area, we require that the hall is locked and vacated by **11.00pm** at the latest.

Please ask your guests to leave quietly at the close of your event.

**The playing of music must cease by 10pm, or no later than 10.30pm if ALL the doors and windows are properly shut. The hall MUST be vacated by 11pm at the latest.**

## 9. End of Hire

Please leave the Hall clean and tidy. In particular, we ask you to ensure that the tables are wiped clean before being put away and that the chairs are hung on the racks the correct way up. Failure to comply with any of the above may result in the forfeiture of your deposit.