

Information for Hirers

A. Charges and Timings

The letting charge is kept at a reasonable level on the basis that you will leave the Hall in a clean and tidy condition particularly having cleaned up any mess. A refundable deposit of £100 may be required for a booking where food/drink is being served and this may be withheld if the Hall is not cleaned properly or there are other problems.

The Hall is let for the periods set out in the hire charges leaflet and should be vacated promptly at the end of your time. Others may require access immediately after you. For late evening bookings which finish at midnight, you are expected to clear and clean the Hall by 12.30 a.m. However tables and chairs must always be cleaned and put away. An extra fee may be payable, depending upon the level of cleaning required.

B. Opening and Closing Village Hall

The key will be available at the time you request on the booking form. The custodian will wait 15 minutes and then leave. If you know you are going to be late please phone (01452 260250) and arrangements can be made to let you in. If you arrive late, without warning, the custodian may have other engagements and may be unable to meet you at the Village Hall. The Hall must be vacated by the end of the period of your hire.

C. Behaviour of Participants

The hirer is reminded that it is their responsibility to ensure that those who attend their event do not cause any disturbance either in the Hall or outside. Adequate stewarding should be provided to ensure particularly that there is no rowdyism around the Hall.

You are reminded that, in the event of licence being obtained for the sale of alcoholic liquor, under age drinking is illegal and not allowed.

D. Car Parking

The Car Park is capable of accommodating around 60 cars if they are parked tidily. For large meetings or social functions involving more than 30 vehicles you are requested to make arrangements for someone to assist with parking.

Please ensure that emergency vehicles can drive right up to the main entrance without being blocked by inconsiderate parking.

Overflow parking is permissible on the grassed area by the Multi Use Games Area in the direction of the goal posts. An alternative overflow car park is available at the Steadings Business Centre, adjacent to the Church, by kind permission of Chamberlayne Farms. Please do not allow the passing bay on Church Road to be blocked.

The roadway servicing the Church Rise houses should not be used. It would be appreciated if this information could be given, in advance, to all those attending.

E. Use of Rooms

A booking of the Main Hall also includes booking of the Green Room (the chair store to the left of the stage). The Committee Room (the room off the entrance hall) can be hired additionally or independently. Likewise the Arts Room (the room to the right of the stage) can be hired additionally or independently.

F. Chairs and tables

Chairs and tables are to be found in the "Green Room" adjacent to the stage on the left hand side facing it. Some square tables and small round tables are normally stored on the stage. After use you are asked to clean the table tops and return all such items to their respective storage spaces as indicated on the entrance door to the Green Room.

G. **Cleaning**

In accordance with the conditions of hire you are asked to leave the premises as you found them. Please sweep the Main Hall floor and wash the kitchen floor if it has been used. Brushes, including a large V mop are stored in the same small room as the electricity fuses (cupboard off the Entrance Hall, on the left as entering the building). A mop and bucket and dustpan and brush are normally to be found in the kitchen or in the alcove off it, and should you need it, there is a vacuum cleaner with the brushes.

H. **Refuse/Rubbish**

Please take all your rubbish home with you – the refuse bins outside the kitchen are for use by the Custodians only.

I. **Kitchen - Cups, Saucers and other utensils including First -Aid Kit**

The Kitchen may only be used if appropriately pre-booked on the Booking Form. The Kitchen may be used for refreshments and general food preparation by users of the Main Hall. The kitchen may be used for refreshments (i.e. drinks) by users of the Committee Room providing there is not a separate letting of the Main Hall using the kitchen for food preparation (you will have been advised if this is the case). The kitchen may not be used by users of the Arts Room – however there are some limited drinks making facilities in that room.

Users of the Kitchen are reminded of their responsibility under the Food Safety Act, 1990 and associated regulations.

The First Aid Kit is to be found in the top left wall cupboard.

Cups and saucers and small plates are to be found in the right hand cupboards of the central floor standing section. The left hand section is locked, as are most of the other cupboards both in the Kitchen and in the inner room. They should not be opened unless prior arrangements have been made with the Executive Custodians. There is a non-refundable fee of £10 for crockery/cutlery hire unless a full day booking has been made.

Glasses are to be found in the locked cupboards in the bar. They should not be opened unless prior arrangements have been made with the Executive Custodians. There is a non-refundable fee of £10 for glasses hire unless a full day booking has been made.

Saucepans and a certain amount of other equipment can be found in the double cupboard under the kitchen window - this is not locked. All other equipment, kettles, fridges, hot water boiler and cookers are available to hirers at no extra cost. However it is expected that you will wash and dry and put away anything used.

As the cookers have ceramic hobs users are asked to use them carefully. The instruction booklet for the large cooker is on the window ledge. If it is necessary to use a number of wiping up cloths (top left wall cupboard) then local residents and organisations are asked to arrange for them to be washed and returned. Please do not forget to return them! There are 7 brown trays and 2 smaller green trays together with numerous odd trays; please ensure that no one takes them away!

J. **Entrance Doors**

Please use the main front entrance and, if necessary, the small door near the stage/chair store only. The centre double doors on the car park side are for emergency use only. They are not constructed for everyday use and when opened let out a considerable amount of heat from the Hall! The Fire Authority have instructed that when people are in the Hall the bolts on the front door should be withdrawn to allow instant exit – remember to rebolt when leaving at the end of the let.

K. **Heating**

The heaters are of the night storage type and are set to provide a reasonable level of constant

heat. However the warmth is capable of being augmented and circulated by fans within each individual heater controlled by using the time switch just inside the Main Hall door on the left. The Executive Custodians will explain if asked.

Please note that once the heaters have been recharged overnight they release it during the day. They cannot be switched off. If it is too hot we suggest you open a window (small key on ring). If you do so, please ensure that they are closed and secure before you leave.

During the summer the heating will not normally be charged overnight unless users request it. However during cold spells the custodians will use their discretion.

L. Fire Alarm System

The control box is on the wall in the Entrance Hall. The Fire Alarm will sound if someone depresses one of the break glass call points which are sited at 7 points around the building: two in the Main Hall, and one in each of the following places: the Entrance Hall, the Committee Room, the Green Room, the Kitchen and the Art Room.

The Alarm will also sound if one of three smoke detectors picks up the presence of an appropriate level of smoke. They are sited in the Entrance Hall, the Control Room above the Kitchen and the Green Room (table and chairs store).

It is suggested that those responsible for the function clear the premises and then check whether someone has inadvertently set off the alarm before calling the Fire Brigade. In the event of it being necessary to clear the building the Assembly Point should be the Car Park and grassed area near to the Multi Use Games Area.

M. Electricity Supply

The main trip fuses are to be found in the small room off the Entrance Hall, to the left as you come in. They are in the tall thin grey cupboard on the right hand wall. Common causes of tripping are overload on the ring main circuits because too many pieces of electrical equipment are in use throughout the building or, occasionally, faulty equipment.

N. Lighting

The exterior of the building has several security lights which will be triggered by people passing. Additionally there is an outside light which is switched from just inside the front door on the right. The Entrance Hall switch is also there.

The Main Hall has two lighting systems. The fluorescent lights can be switched so that all of them are on, or only one or two banks. The wall spot lighting can be similarly switched and can also be dimmed. However both sets of lights should not be used at the same time.

The lights above the front of the stage are available for normal lettings. They are situated behind the top stage 'pelmet' and the dimmer type switch is on the proscenium arch wall, stage right, head high. The remainder of the theatre lighting belongs to Maisemore Arts and Drama Society and is not available for use by hirers.

However the stage working lights can be used and these are switched on at the wall sockets at the rear of the stage. The Emergency Exit lights should not be tampered with. When leaving the building, please make sure all lights, particularly all the toilet lights, have been switched off - thank you.

O. Public Address System

If this has been requested (an additional separate charge is payable) it will have been set up with instructions for use. You should ensure that it is not damaged or misused!