

# Welshampton Parish Hall

## Hirer Information Sheet

### Opening and Closing the Parish Hall

The parish hall will be unlocked by a committee member prior to your booking. You will be provided with a pass code that allows access during the hire period via the main doors.

Please ensure that any outside caterers, contractors etc. are aware of the hire period and that they will not be able to enter before or leave after the hire period without prior agreement. An access code for the external kitchen door can be supplied on request.

Use of areas of the parish hall not specified in the Hiring Agreement may incur an additional Hire Fee.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period.

After this time only those helping to clear up the parish hall should be on the premises. Failure to comply with this may result in forfeiture of your deposit. Please ensure all windows and doors are closed, electrical appliances and lighting are switched off before leaving the building. Check the main doors are correctly closed and locked before vacating the premises.

### Safety

Please ensure you have sufficient adult stewards to assist people at your event at all times.

In the event of a fire the fire alarm may sound, the parish hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. Please familiarise yourself with the fire instruction notices displayed.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the parish hall is occupied and the manner of opening Fire Exit Doors should be made known to your guests. The fire exit doors should only be opened in an emergency; they are not for general use.

A first aid box is located in the Foyer and Kitchen. **Due to the buildings fire alarm system, the use of Fog / Smoke machines is prohibited.**

### Lighting/Heating/Power Circuits

Light switches are as follows:

Toilets and foyer – in the foyer

Main Hall – in the hall behind the entrance door

Stage – on the stairs to the stage from the passage

The building heating is activated by push button systems installed in each of the main rooms.

Instructions can be found by these buttons. **Do not block or in any way obstruct the heater vents.**

### Telephone

The parish hall has no telephone and the nearest one is located at Copes Lane so you are advised to bring a fully charged mobile telephone for use in case of emergency. Please note not all mobile phone networks are received in and around the parish hall.

### Wi-Fi

Free Wi-Fi access is provided for the use of hirers and their guests, on a "fair usage" basis. The facility should not be used for any illegal or anti-social activity. The access code can be found on the foyer notice board.

### Car Parking

The road outside the parish hall is a public road and this must not be obstructed. The parish hall car park will accommodate a good number of cars if they are parked sensibly.

### Kitchen

The tea boiler in the kitchen continually heats after being switched on. The switch is to the left of the boiler. The hot water emersion heater is available by turning on the switch which is in the corner of the

kitchen behind the door of the passage. The left hand switch is for small amounts of hot water, the right hand switch or both switches is for large amounts of hot water. There are place settings for 150. Please report any breakages.

### **Tables/Chairs**

Tables and chairs are available for use, they are stored within the hall, it is the hirers responsibility to put out and return tables/chairs unless a prior arrangement has been made. No placards, decorations or other articles are to be attached in any way to any part of the premises without the prior written approval of the Hall Secretary. If there is any damage caused to the premises by not complying with this rule you will be liable for the cost of making good the damage.

### **Main Hall Facilities**

The hall has the following facilities available on request:

- A full function PA system with wireless microphone, Bluetooth and wired connections
- Large projection screen and high resolution video projector
- Basic stage lighting with DMX control

### **Smoking**

Please ensure your guests comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations. Any person who breaches this provision must be asked to leave the premises. E Cigarettes are also prohibited on the premises.

### **Cleaning**

Please leave the parish hall clean and tidy and ensure rubbish is placed in the bin provided outside. In particular, we ask you to ensure table tops are wiped clean.

**Any liquid spills must be cleaned up immediately. The main hall floor should be dry mopped only**

### **Consideration for Others**

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

### **Faults/ Damage/ Comments**

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the village hall.

### **Location and Use of Fire Equipment for Hirers**

There are 6 fire extinguishers.

Main Hall - on the left hand side of the doors to committee room.

Kitchen – left hand side of the outside door under first aid box.

Bar – right hand side of door as you enter.

Foyer – right of the gent's toilet door.

Stage – 2 at the top of the steps leading up through the door from the Main Hall.

Hirer Signature.....Date.....

Committee Member.....Date.....