

# GUIDANCE NOTES FOR HIRERS

## Hire Conditions

The Standard Conditions of Hire are sent to you separately and are set out in full on the Hirers Notice Board in the Hall.

## No Smoking

The Hall is strictly non-smoking to comply with the law. Smoking can take place outside to the front of the Hall where a receptacle is located for used cigarettes

## Heating

The Hall is heated by an oil fired condensing boiler which pumps hot water around a number of radiators. The boiler is located on the left hand side in the Disabled toilet. There are two controls for the heating which are installed on the wall above the boiler. The right hand control heats the main Hall and Kitchen. The left hand control heats the Meeting Room, Foyer and the Toilets. Above each control is a large white switch. To switch the heating on for a zone press 'ON'. To confirm that the heating is on a green light comes on under the white switch. The heating system will now bring the temperature in the zone to 20 degrees C and thermostatic control will hold it at that temperature. There is no need to touch anything else until you have finished when the system should be switched off by pressing the white switch in the 'OFF' position. The green light under the switch will now not be lit.

Depending upon outside temperatures, the following is a guide on the time required to bring the temperature up to 17/18 degrees C: Main Hall 1.5 hours, Meeting Room 0.5 hours.

Please do not alter the radiator thermostatic controls or the wall mounted thermostats.

## Tables

The tables for the Main Hall are located on two trolleys which are in the second storage cupboard up the right hand side of the main Hall. Please ensure that the tables are clean before they are put away. Always put them back on the trolleys please.

## Chairs

The chairs are located behind the black screens at the far end of the Hall. Please do not stack them more than 8 high. Please also take care not to damage the wall lights. A small number of chairs can be left out around the perimeter of the Hall.

## Fire Alarm

The Hall is fitted with a modern fire alarm system with detectors in all rooms. If the alarm goes off (noisy sirens) whilst it is in use please follow the following instructions:

- 1 Clear the building asking people assemble in the Car Park area.
- 2 Go to the Control Panel which is located in the Entrance lobby on the left when entering from outside.
- 3 Inspect the Control Panel to determine the cause.

- If the Control Panel indicates a fire, and there is clearly a fire, using a mobile phone request the Fire Service to attend.  
Also, phone Alison Wilkinson on 07862 476797
- If the Control Panel indicates a 'Fault', and there is no obvious sign of a fire, the following procedure should be followed to silence the alarms and reset the system to normal.

Put in the code 1,2,3 into the numeric pad

Press the 'Silence Alarms' button

Press the 'System Reset' button for the system to reset to normal.

- Once this status has been achieved the building can be re-populated.
- Please report any false alarm to Alison Wilkinson.

### **Emergency Exit**

In case of emergencies, evacuate the building via the main entrance and the emergency entrance located on the left hand side of the main Hall. There are two other doors, one in the Meeting Room and one on the right hand side of the Main Hall, but these are not emergency doors and may be locked.

### **First Aid and Accidents**

First Aid equipment and the Accident Book are located in the kitchen in the cupboard marked 'First Aid'. The Accident Book is in the First Aid kit. Please ensure that any accident is entered in the Accident Book.

### **Trustee to Contact in case of Emergencies**

In the case of an emergency please contact the following Trustee/Officer who lives locally:

Geoffrey Osborn  
Hillcrest  
Newton  
NE43 7UL  
Tel: 07447193534

### **Failure of the Electricity Supply**

Should the main electricity supply to the Hall be lost the consequences will be:

- Emergency Lighting will come on automatically
- No other electrical appliance will operate including the heating

### **Cleaning and Cleaning Equipment**

The Hall is hired on the basis that each hirer cleans the area that they have used. Cleaning equipment and cleaning materials can be found in the first cupboard on the right hand side of the Main Hall. This includes two Hoovers, a large brush, mop and bucket and a small brush and dust pan.

If the Hall is not returned in a satisfactory condition after a hire, the Trustees reserve the right to charge the hirer the costs involved in cleaning the Hall.

### **Rubbish from Functions**

The Hall now has a refuse collection service. Therefore we ask all hirers to put any rubbish that they create during their hire into the recycle and household waste bins, located in the car park adjacent to the bays allocated for the disabled. Black bags can be found under the sink in the kitchen. However, glass and empty bottles will need to be removed by the hirer. Thank you.

### **Main Hall Floor**

Please take care not to damage the floor of the main Hall by dragging things over it or dropping heavy items on it. Inappropriate footwear should not be worn in the main Hall.

### **Blinds**

Roller blinds are fitted to all windows. When rolling them up they may need guidance from the bottom to ensure that they roll up straight.

### **Electrical Sockets**

Electrical sockets are provided on most walls in the two function rooms. Only portable electrical appliances that have been tested and certified can be used in the Hall.

### **The Sale of Alcohol**

The Hall is licensed for the sale of alcohol. Any hirer can sell alcohol but it must be approved as part of the hire agreement. In addition the hirer has to arrange for a person to be present who has a 'Personal Alcohol Licence', and there must be strict adherence to the Licensing Act 2003. A licence is not required where alcohol is given away without charge.

### **Return of Keys**

If you have been given keys for the Hall as part of your hire agreement please ensure that you follow the instructions for their return. Lost keys are charges at £14 each.

### **Invoice for the use of the Hall**

All hirers will be given an invoice for their use of the Hall. The invoice will contain information on how to pay. Payment is due within 7 days of the invoice.

### **Dusk to Dawn Light**

The light just outside the Main Entrance is a dusk to dawn light that operates automatically and cannot be switched off. It is automatically linked to the wall lighting in the Entrance Vestibule.