



# Quick Guidelines for Hirers

Version April 2024


## Child protection

Children under 18 must be accompanied at all times by a parent or by an approved Child protection officer appointed by the Hirer.

## General safety

- **carry a mobile phone**
- **keep fire exits clear**
- **no smoking in the building**
- no 'smoke machines'
- *check where the fire extinguishers are*
- do not park vehicles close to any exit
- **Do not prop open internal doors.**
- **Keep main entrance door closed.**
- use the trolleys provided for moving tables and chairs from storeroom at back of hall.
- use tablecloths for round tables.
- no animals in the kitchen.

## Controls:

Kitchen shutter - key to left of shutter,   
Light switches to the main hall are just inside the entrance doors

Window Blind and Ventilation controls are on the right in the recess –

If cold or draughty, press 'close' on the ventilation control. If hot, press 'open' on ventilation control. This will close after 30 minutes but can be re-set. If still too hot, open left hand fire door (towards the school).

## Protect the Hall

- **only use** the Command Hooks on the walls for hanging decorations.
- clean up any spills as soon as possible.

## Keep noise levels down after 9.30 pm

## Any Problems?

If you encounter any problems or there are faults that need correcting, please make a note in the fault report book in the kitchen.

## Permitted numbers in Main Hall

- (a) when used for dancing .....120
- (b) When used for functions utilising seating at tables.....96
- (c) When used for purposes combining both (a) and (b) above.....84
- (d) As above, with live band.....72
- (e) When used for a closely seated audience (moveable seating).....163
- (f) Additional persons in kitchen .....6
- (g) Meeting Room (upstairs – no lift).....35

## When leaving –

**Please leave the hall in a clean and tidy condition for the next users**

- **do not stack chairs with arms** & leave them in the hall.
- stack chairs **no more than 5 high.**
- use the trolleys provided for returning tables and chairs to the storeroom **keeping path to the Fire Exit clear.**
- Please put all **NON-recyclable** rubbish in the **Grey Veolia bin.**
- All **Recyclable** cardboard, cans & plastic in the **ORANGE** bin.
- Please put **Bottles in Bottle Banks.**
- Helium Balloon canisters **MUST be taken home.**
- **check no-one is still in the building.**
- check all lights are switched **off.**
- check ovens & hobs are **off.**
- **leave cooker mains switch ON.**
- check fridge & freezer are left **on.**
- check all windows are **closed.**
- leave kitchen shutter **closed.**
- **check toilets** to make sure no taps are left running. *Note - lights go off automatically.*
- check **all** doors are secure.

**As a courtesy to our neighbours please leave the building and carpark quietly – Thank you!**