



# Quick Guidelines for Hirers


## 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 store room 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* Bluetak on the walls
- clean up any spills as soon as possible
- use *warm water only* on the floor

**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) ..... **35**

## When leaving –

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

- **do not stack chairs with arms**, but leave them in the hall
- stack chairs **no more than 5 high**
- use the trolleys provided for returning tables and chairs to the store room **keeping path to the Fire Exit clear**
- Please put all **NON-recyclable** rubbish in the **Grey Veolia bin**
- All **Recyclable** cardboard and plastic in the **ORANGE bin**
- Please put **Bottles in Bottle Banks** outside the kitchen fire exit
- Helium Balloon canisters **MUST be taken home**
- **check no-one is still in the building**
- check all lights are switched **off**
- check cooker is **off**
- 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!**