



# 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
- use tablecloths for round tables
- no animals in the kitchen

## Controls:

Light switches to the main hall are just inside the entrance doors

Kitchen shutter - key to left of shutter, ↓ ○ ↑

Blind and ventilation controls on the right in the recess by stacked chairs

If cold or draughty, press 'close' on the ventilation control. If hot, press 'open' on ventilation control. 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

- (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**

## When leaving –

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

- stack chairs *no more than 5 high facing the wall*
- stack small tables *no more than 4 high*
- **do not** stack chairs with arms
- use the trolleys provided for moving tables and chairs
- *Please* put all **NON-recyclable** rubbish in the **large grey Veolia** bin to the left of the front door
- *Please* put **Bottles in Bottle Banks** in car park
- **Please take all recyclable rubbish home**
- 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 has been left *on*
- check all windows are shut
- leave shutters and blinds closed
- check toilets to make sure no taps are left running
- check all doors are secure

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