



GUIDANCE FOR NEW HALL USERS

Some common sense guidance. Forgive us for stating the obvious.

We try to ensure the hall is clean and tidy on arrival. Please leave the hall in the state you'd like to find it in when you arrive.

Mice to see you? Sorry about the pun. Please don't leave food (which includes unwashed dishes, cutlery, cake crumbs etc) in any part of the hall, especially the kitchen, when you depart.

Keep it clean! Please clean up after you. You will find cleaning equipment in the cloakroom cupboard. We may have to make a charge if we need to arrange additional cleaning after the hire.

Hands off! Please don't attempt to change the boiler controls. The system is programmed regularly. And please don't turn off the radiators. The next hirer may find the hall too cold for comfort.

Put that light out! Please turn off all lights, including lights in the loos and backstage, as you leave.

In the hot seat. Please don't leave chairs in front of the radiators. It damages the chairs and stops warm air circulating.

Rubbish! I know. But we have to say these things. And by the way, please remove all rubbish at the end of the hire. We may have to make a charge if any rubbish is left (particularly food waste) inside or out.

Do please follow this guidance. It will help to drive down heating and cleaning costs. And that will help us keep hiring fees down, to the benefit of all.

Last but not least thank you for choosing to come to this venue. We hope your event is an enjoyable and successful one.