

Winchelsea New Hall Information for hirers 29 March 2016

Opening and closing the village hall

The New Hall keys will be available from _____ and after locking up, must be returned there immediately.

The New Hall will be opened for your hiring by _____ and will be closed for you at the time you have indicated.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone _____ in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the new Hall should be on the premises. Failure to comply with this may result in forfeiture of your deposit.

Safety

The New Hall has a No Smoking Policy.

In the event of a fire, the New Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999.

The exact location of the fire exits and fire extinguishers must be noted before the New Hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the following page).

Please use the trolley provided for moving chairs and tables in order to avoid injury. Please stack chairs in piles not more than 5 chairs high against the walls but not in front of the radiators or fire doors.

Please fold tables carefully and place them in the storeroom in the manner shown on the notice.

The New Hall's health and safety file is kept in _____

A first aid box is located in _____

Power circuits/heating

The heating controls are located in the kitchen. Please let the booking secretary know if you need the New Hall to be particularly warm or cold. Do not adjust individual radiators/heaters as this will result in the New Hall being too cold or hot for subsequent users. The heating is timed to turn off at 10.30pm. Other circuits are timed to turn off at 11.45pm. Please warn your guests, band or disco of this.

No landline at New Hall

The New Hall has no telephone and you are advised to bring a fully charged mobile phone for use in case of emergency.

Car parking

The A259 is a public road and this must not be obstructed. The New Hall car park will accommodate 8 cars if they are parked sensibly. Any overflow cars may park in Monks Walk or German Street

Consideration for others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the village hall clean and tidy and leave waste in the bins outside or take it home. In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboard.

Faults/ damage/ comments

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. NHMC welcomes comments or observations that you may have about your hire of the New Hall.

Location and use of fire equipment for hirers

Add Hall plan here