

DO'S AND DON'TS!!

WHEN YOU ARRIVE

- Remove the bars from the Hall fire door nearest the Betty Churchouse Room.
- Read the notices in the red file in the kitchen which explain how to use the various items of equipment in the hall.
- Read the fire evacuation notice and make yourself aware of the layout of the hall and fire exit routes as per the plan of the building; both of which are on the noticeboard in the foyer.
- If the heating is on when your event is due to start, operate the **power reduction switch** in the Boiler Room (between the Kitchen and the Committee Room – the key is next to the refrigerator) – see notices in the red file in the Kitchen and Boiler Room. This will make the heating system quieter while still keeping you warm. If your group gets too hot or too cold, operate the heating as per the instructions in the boiler room.
- Make sure everyone knows that **no smoking** is allowed anywhere in building.
- For large functions with lots of people check the numbers and layout of tables and chairs allowed – there are details on the Foyer notice board.
- **Bring your own tea towels and washing up liquid.** Cups, saucers, squash glasses and a limited quantity of assorted plates etc are available to all users. If you want dinner plates etc you will need to say so on your booking form.
- If your hiring is during hours of darkness, use the Car Park lights (switch by the Kitchen door) and remember to turn them off when you leave.

WHEN YOU LEAVE

- Clear up any major messes at the end of your booking **and take your rubbish home. Make sure you bring enough black bin bags to do this.**
- Put all furniture and equipment back exactly where you found it.
- Make sure the store and boiler rooms are locked and all doors closed.
- Switch off the heating if you turned it on.
- Switch off all lights when you leave, including the Car Park lights.
- Check all three outside doors from outside, shut the Car Park gate and put the padlock back on.
- Report any damage or problems as soon as you can.

PLEASE DO NOT

- Allow any dogs or other animals on the premises except guide dogs, and then never in the Kitchen.
- Allow anyone to smoke in the building.
- Block any fire exits, or fire extinguishers, with tables, chairs etc.

Make sure all the people helping you at your event are aware of these “do’s and don’ts”. You, as authorised representative, must read the more detailed conditions of hire. If you delegate responsibility at the event itself to another named person, they must be on the premises for the duration of the booking and read the conditions of hire.