

## Information for the hirers of Staplegrove Village Hall

**CAR PARKING** - Users of the village hall will find that car parking is at a premium. Please park with care so as not to block other users in. There may be other groups using the hall who wish to leave at a different time. It is important that a clear space is left from the road to the main door, at all times, for emergency vehicles to access the hall. This is a condition of our Public Entertainment Licence and is in the interest of the safety of all hall users. It is suggested that whenever the hall car park is full, vehicles should be parked on the road, where there are no parking restrictions.

**HEATING** - The building is heated with night storage heaters and instructions are displayed in each room above the first heater.

**VENTILATION** - The windows in the **Tom Fraser Hall** and **Mary Mercer Room** are electrically operated. The switch is at the side of each block of windows. Please remember to close windows before leaving the building.

All rooms are equipped with an **EXTRACTOR SYSTEM** which you may use. The controls for the **Tom Fraser Hall** are situated in the storage cupboard, about two thirds along the right hand wall, at shoulder height. The controls for the **Mary Mercer Room** are below the fan on the end wall. The controls for the **Committee Room** are above the light switches and the controls for the Kitchen extractor fan are below the fan. Please turn off all extractor fans before leaving the building.

You may open the emergency doors if there is insufficient ventilation but these must not be used for carrying goods into or out of the building or for general entry or exit purposes as the floor is liable to be damaged by damp and grit being walked in. The hall is often used by young children who crawl and others who dance in bare feet so please be considerate. Any damage, or extra cleaning required, will be charged for.

**TABLES** - Large tables are stored in the cupboard in the **Tom Fraser Hall** and the small tables are stored in the cupboard in the **Mary Mercer Room**. Do not use the bridge tables, they belong to the Bridge Clubs and are not for general use.

**HEALTH AND SAFETY - FIRST AID** - The first aid box is kept in the kitchen. Please complete a report form following any accident or injury, however minor.

**KITCHEN** - Boiling water for tea/coffee making is supplied by a ZIP automatic water boiling system. You should plug in and switch on the boiler when you arrive. A commercial dishwasher is available and instructions are displayed on adjacent wall. You need to supply your own tea towels and plastic bag for removal of food waste and other rubbish. **Please remove your own kitchen waste if your booking is on a Friday, Saturday or Sunday.**

**LIGHTS** - Kitchen and lobby lights will turn off automatically 30 minutes after all users vacate the hall. All other lights should be turned off manually.

**CURTAINS** - All curtains are equipped with a cord system, please do not drag the curtains.

**CLEANING EQUIPMENT** - This can be found in the lobby cupboard, to the right of the kitchen door. Please make sure that any area that you have used is left in a clean and tidy condition ready for the next hirer. Please take THE BIG MOP for a walk over the wooden floors to collect all dust and crumbs.