

WEST MOORS MEMORIAL HALL

Instructions for Hirers

We hope that you find the hall as you would wish and enjoy using it.

EMERGENCY PROCEDURES.

DO NOT obstruct fire exits or lock passage doors. In an emergency leave by the nearest available exit and proceed to the marked assembly point which is at the left-hand side of the car park (when approaching the Hall from Station Road) alongside the Castleman Trailway entrance. There is a telephone in the Social Club.

Accidents.

All accidents occurring on the premises **must** be recorded in the Accident Book provided in the kitchen. Please advise the Booking Agent, Mrs Annette James know on 07746 939820 or westmoorshall@hotmail.com of any accidents. There is a basic First Aid Box in the Kitchen containing bandages, plasters and antiseptic wipes. Please report if any of these items need replacing.

Smoking

The Hirer and all users must comply with the prohibition of smoking in public places provisions and regulations of the Health Act 2006

Car Park.

All users park at own risk. **Do not** drive around the hall unless you are disabled or are loading/unloading. This access area should be kept clear for emergency vehicles.

Facilities for the disabled and for infants.

Disabled parking spaces are provided at the right-hand side of the building (when approaching the hall from Station Road).

Wheelchair access is via a fixed ramp at the side or front of the building.

Toilet facilities for the disabled are situated at the end of the side passageway and incorporate a nappy-changing unit. Please use the disposal bin provided.

The main hall is equipped with an induction loop system and amplifier.

The Main Hall.

There are additional chairs at the back of the stage and a chair trolley is provided.

Larger tables are stored in the right-hand cupboard under the stage.

TABLES AND CHAIRS MUST NOT BE TAKEN OUTSIDE THE HALL

The switches for the dimmable fluorescent lights are by the door opposite the side entrance. The switches for the central hall lights, the 2 stage strip lights and 3 of the spotlights on the front lighting bar to illuminate the stage, are all on the backstage panel.

The sound system is intended for regular users, but may be available for others at a small charge, which includes instruction on its use. For theatrical performances, there is the opportunity to use more lights and a lighting control board. If you wish to use these facilities, or have any problem with the sound or lighting systems, please contact Mr. Nick Mills on 07544 658710 (evenings only).

THE MAIN DOORS MUST BE CLOSED WHEN PLAYING LOUD MUSIC.

Heating is controlled by a thermostat on the wall to the left of the stage. Return the setting to 15 deg. C after use. In the Small Hall/Committee room heat is controlled by thermostatic radiator valves. Please turn down before leaving.

Apart from cake candles, no naked flames are permitted.

Small Hall /Committee Room.

After use please replace tables and chairs as per plan and securely fasten the fire door.

Internet Broadband Facilities Wi-Fi

A wireless router enables internet access for users bringing their own laptops. Instructions to connect are in the Hall.

The Kitchen. This is available to all users. An electric oven is available for warming food. Please remember to clean this after use. There is also a gas hob and a microwave oven, please ensure that these are all turned off after use. The refrigerator is provided for the temporary storage of perishable food and drink. Please remove your items before leaving and clean but do not switch off.

Hirers should ensure that any prepared food is kept covered before consumption and eaten within a short timeframe. The insect lamp should be switched on when food is in the kitchen.

The electric wall boiler heats water to correct temperature for making tea/coffee. Please ensure that this is switched off after use. An additional free standing boiler is stored on the work surface for use during busy times. **Do not attempt to move this unless it is empty.** Crockery is provided in cupboard No. 8 by the side window.

Note. The dishwasher can take an hour to heat up but then operates on a four minute cycle. It is normal for water to remain inside the machine. No detergent is needed. If you use it please empty and return crockery to the cupboard. Black rubbish sacks should be placed in the large bin outside the kitchen door. More plastic sacks are kept under the sink.

PLEASE DEPOSIT ALL GLASS BOTTLES IN THE BOTTLE BANK AND NOT IN THE GENERAL RUBBISH BIN.

Washing up liquid is provided, but please bring your own drying up cloths.

Cleaning The hall is cleaned each morning but cannot always be checked between each hiring. If it is not ready for your use, please let our Booking Agent- Mrs Annette James know on 07746 939820. If you damage anything, or cause our cleaner extra work, we reserve the right to make an additional charge. We can usually arrange access the next morning to finish clearing.

Consumption of Alcohol The Hall is fully licensed and users may bring their own drinks, or use the Social Club bar via the adjoining hatch during opening times. Ask the Steward if you require drinks. For large functions/receptions where full bar facilities are required please contact the Club Steward at least two weeks in advance so staff can be made available. Phone 01202-877414. **Please note that drinking outside is not permitted under the hall licence**

Hiring times If you are organising an evening function please aim to finish by 11 p.m., and for the sake of our neighbours, **please ensure that all guests leave quietly.** Unless otherwise agreed by the Hall Council the hall must be vacated by 11.30pm otherwise we may retain your deposit.

Checklist before leaving.

1. Check table tops are clean and replace tables and chairs according to the plan.
2. Return the heating thermostat to 15 deg C.
3. Turn off oven, hob, fan, insect lamp, dishwasher and water heater, but not the fridge.
4. Ensure that the hall is clean and tidy.
5. Turn off the lights. **Note:** The lights in the main toilets, front lobby, fire exit lights, and the external security lights are all automatically controlled.
6. All windows and external doors are shut and secured.
7. You have made arrangements to return the keys.

Please note that thanks to the efforts of volunteers from the village the Hall is entirely self supporting. Your booking is appreciated, and we welcome any suggestions for improvements.