

MEAVY PARISH HALL

General Information And Guidance Notes for Hirers

General Information

Opening and closing the Parish Hall.

The Parish Hall key(s) will be available from the Booking Secretary no earlier than fifteen minutes before your opening hour booked. After vacating the Parish Hall, and locking up, the key(s) must be returned to the Booking Secretary immediately.

Please telephone the Booking Secretary in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of the contracted period. After midnight (unless the event is New Year's Eve) only those helping to clear up the hall should be on the premises. Failure to comply will result with additional rental charge or forfeiture of your deposit, as applicable.

Safety

Meavy Parish Hall has by law a No Smoking Policy.

In the event of a fire the hall should be vacated in an orderly manner via the Emergency Exits and people should assemble on the Village Green. The fire Brigade should be called by dialling 999. (see **Hall telephone below**).

You should familiarise yourself with the exact location of fire exits and fire extinguishers before your guests arrive –a sketch plan showing where these are is attached. The manner in which the emergency doors are opened should be demonstrated to your guests.

The Parish Hall Health and Safety notice is located in the Kitchen

The first aid box and accident book is located in the Kitchen

Heating

The heater controls are located on the hall walls.

Please ensure these are turned off when not required during your occupancy of the hall and are turned off on completion of your hire period.

Hall telephone

Meavy Parish Hall currently has no telephone and the nearest Public Telephone Box is located to the left of the Royal Oak Public House.

You are advised to bring a fully charged mobile telephone for use in an emergency, although signal reception can be weak to non available around the Hall.

Car parking

The lanes leading to Meavy Parish Hall are public roads.

The hall car park will accommodate a good number of cars if they are parked sensibly. The hirer, when booking the hall, has to specify if they require sole use of the car park.

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Any overflow may park in the lanes but must not cause an obstruction to the residents of the village or to the need of any emergency services that may be required in the village during your period of hire. The hirer should make their guests aware of this restriction.

Consideration for others

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

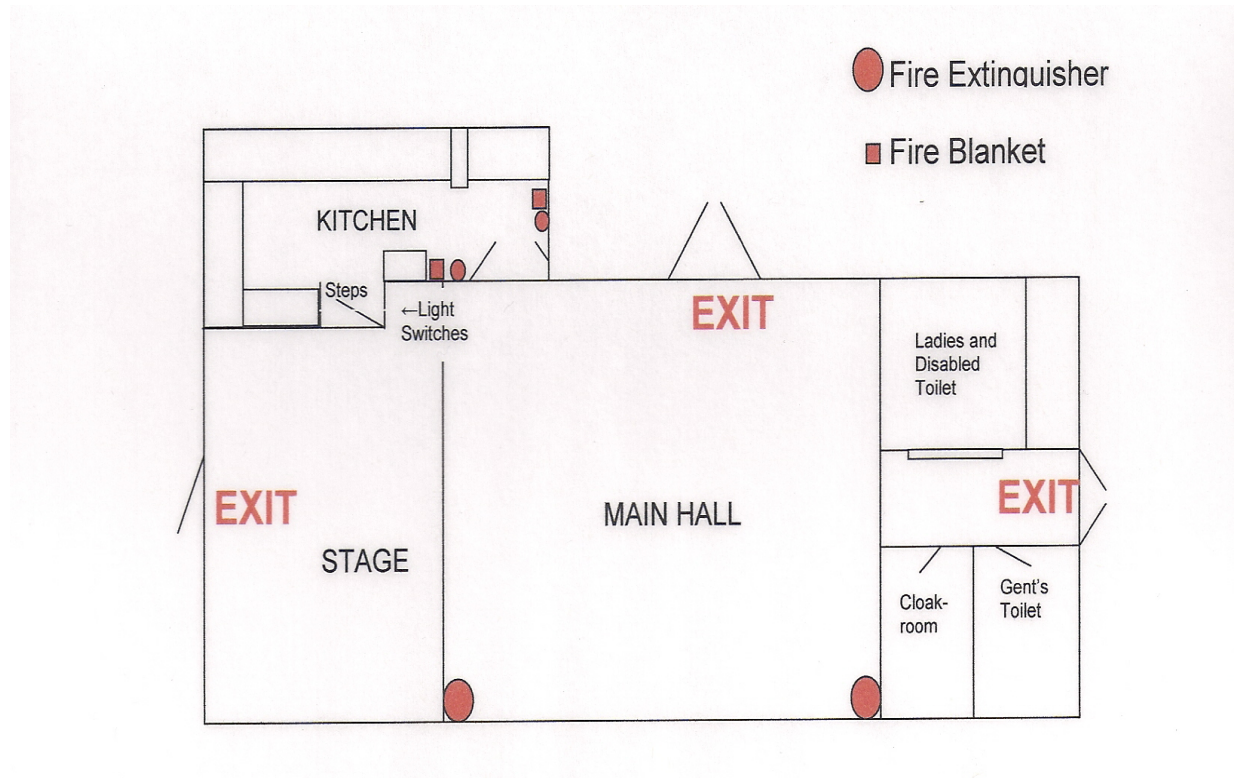
Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the hall clean and tidy and ensure any waste is placed in the respective recycling bins outside the kitchen. In particular we ask you to ensure table tops and kitchen work surfaces are wiped clean after use.

Faults, damage, comments

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The Meavy Hall Committee would welcome comments or observations that you may have about your hire of the hall.

Location of fire equipment and fire exits



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Guidance Notes

Thank you for booking Meavy Parish Hall. In order for your event to run smoothly, as the Hirer, please read the copy of the Standard Conditions supplied by the Booking Secretary and follow the guidance notes detailed below.

Actions to be taken at the beginning of your event

Safety Announcement To Your Guests Once They Are All Assembled In The Hall

You should make a mental note of the three exits from the Hall:

- the main entrance door
- the emergency door on the right leading to the car park and
- the emergency door at the back of the stage

and point them out to your guests.

Each of the emergency door exits are opened with a firm push of the bar.

The Assembly Area as a result of vacating the hall is the Village Green.

Actions to be aware of to assist your event

1. Please familiarise yourself with the action to be taken in the event of a fire.
 - You should nominate stewards to man the exits – badges are to be worn by at least three or four people if hall is at full capacity of one hundred people..
 - Notices, showing siting of fire equipment, are placed around the hall.
2. Light switches are located in the alcove on the right hand side of the stage
3. Heater switches are sited on the hall walls. Please turn off when not required.
4. There is a water supply 'ON/OFF' switch, located in the kitchen to the left hand side of the sink. It should be 'OFF' on your arrival.
 - You will need to turn it 'ON' to provide water to taps and toilets.
 - Ensure it is turned 'OFF' before vacating the hall at the end of hire.
5. There is a Sink hot water heater 'ON/OFF' switch located in the kitchen to the left of the sink.
6. There is a wall mounted water urn heater in the kitchen on the wall facing the serving hatch for use when making large numbers of teas, etc.
Turn on approx. thirty minutes before needed for use.
Please use the electric kettle(s) if you are providing for less than fifteen people.
7. If you are using tables please take care when lifting tables off the stage - note where and how tables are stowed and return same where found
 - They require two people to move them.
 - They are not to be dragged over the edge of the stage so as to preserve the paintwork and
 - They are not to be dragged across the hall floor.
8. Small card tables are to be found in the alcove to the right of the stage - note where and how tables are stowed and return where found
 - This are to be lifted at all times and not dragged on their edges as they will tear.
9. Please do not use drawing pins or sellotape to fix decorations, notices, etc on the hall walls –blu-tack is fine.

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Actions to be taken at the end of your event

1. Please leave the hall, kitchen, toilets, etc in a clean and tidy condition
 - Rubbish is to be placed in the bins outside the kitchen door. If the bins are full please take your rubbish away with you. Black bags are provided under the sink for this purpose.
 - Glass, cardboard, paper, tins, bottles etc are to go in the recycling box. If these are full please take your recycling away with you
 - Food waste is to be put in the appropriate recycling container
2. Chairs should be stored around the edge of the wall, in the areas indicated, and be one row deep, facing the wall and stacked four high
3. Tables are to be stored in the location from where they were taken and stored as found.
4. Switch to 'OFF' the water supply switch in the kitchen
5. Switch to 'OFF' the sink water heater switch in the kitchen
6. Switch to 'OFF' the water urn heater switch in the kitchen
7. Open the curtains and blinds, if closed, in the hall
8. Make sure all exit doors are shut firmly
 - The kitchen outside door is to be locked – pull the handle upwards, from the inside, then turn the silver knob anticlockwise as far as it goes
9. On exit from the hall ensure all lights and heaters have been turned 'OFF'
10. On exit from the hall make sure
 - you have the key to the main door and
 - the main door is firmly shut behind you. This action locks the door – no key is required.
11. Return the hall key to the Booking Secretary
12. Please inform the Booking Secretary of any breakages or problems you have had during your booking.

All private functions will have been invoiced and paid for before the event.

Regular hirers will be invoiced at the end of each month of hiring, unless other arrangements have been made with you.

Many thanks
Meavy Parish Hall Management Committee