

Warcop Parish Hall

Information For Hirers

Signing – In

The person responsible for the hiring must sign in and out of the building – the form is in the file in the kitchen.

Opening and Closing the Parish Hall

For first time bookings, a committee member will usually meet the hirer to open the hall and discuss hall use and safety. On other occasions the booking secretary will confirm arrangements for key collection and return. On entering the building, you will need to disarm the alarm by waving the keyfob over the panel, which is located in the porch area. On leaving the building, please ensure that the kitchen lights have been switched off and the alarm has been reset by waving the keyfob over the panel and follow the instructions on the screen. Lock the door and then please return the key immediately after the end of the hire. The main key will allow access to the cleaning store, the kitchen is kept unlocked.

Setting up

Please allow adequate setting up and clearing up time within your hire period. Outside caterers and contractors should be made aware of the hire period and that they should enter and leave within this time. Only those helping to clear up the Parish hall should be on the premises after the hire period, by arrangement. All furniture and equipment in the main hall should be returned to the store.

Room Occupancy

	Meeting Room	Hall
Maximum Occupancy	30	200 (125 seated depending on event)

Cleaning

The hire of the Hall is on a self-cleaning basis in order to keep hire rates as low as possible. You will have access to the cleaner's cupboard so please make sure you clean up after your booking and leave it ready for the next hirer to use. Please empty the dishwasher before leaving. If you anticipate there will be large amounts of rubbish, please let us know.

Safety

There is a file of information about the hall in the kitchen – this contains the H&S policy and also risk assessments. Please familiarise yourself with these and also the emergency evacuation procedures and the location of the emergency exits and fire extinguishers. These should be made known to your guests. (A sketch plan showing these is on the following page). Internal fire doors must not be wedged open.

Please use the trolleys (when provided) for moving chairs and tables in order to avoid injury and stack chairs and tables in the storeroom.

Electrical equipment brought in must be safe and compliant with electricity regulation 1989 and should be used in the red sockets only.

The hall has a strict **No Smoking** policy. Smoking is not allowed in the building and only in the designated area in the car park.

Emergencies

It is a condition of the hiring that the **Hirer** must be equipped with a mobile phone in case of emergency.

In the event of a fire, the Parish hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. Please take note of the Fire Evacuation Plan on display and in the Information File. In the event of an evacuation, all guests must gather at the assembly point in the carpark. Please contact a representative of the hall committee when safe to do so.

A first aid box is located in the kitchen.

All accidents and incidents must be recorded in the Accident Book, which is located in the kitchen. Major accidents or incidents must be reported booking secretary member of the Parish Hall Management Committee.

Emergency Contact

The telephone number of the hall committee member on duty can be found in the Information File in the kitchen – please telephone in case of emergency.

The Booking Secretary can be contacted on 01768341390 or 07791804679

Power Circuits/Heating/Ventilation and Lighting

Unless by prior arrangement, only the red sockets are available for hirers to use their own equipment. Extension leads can be used from the red sockets.

Please indicate on the booking form if you need the hall to be particularly warm or cold. The temperature in the main hall can be altered by +/-3 degrees using the thermostat control next to double doors. The high level windows will open automatically to provide ventilation depending on the room temperature and will close automatically if it rains. Additional cooling in the main hall is provided by fans – these can be switched on using the large switch on in the cleaner's store, on the left hand side.

The lights in the foyer, meeting room and toilets are all automatic. The kitchen and main hall have normal light switches.

Curtains and Blinds

Please leave curtains and blinds open.

Hall Telephone and Wi-Fi

The Parish hall does not have a telephone for general use so the event organiser must to bring a fully charged mobile telephone for use in case of emergency. The Parish Hall will have Wi-Fi throughout the building and when it becomes available you will be given details of how to connect before your event/activity. The main hall has a hearing loop.

The Kitchen

The kitchen has a range cooker, microwave, fridge, freezer and commercial high-speed dishwasher. Hirers may also use the crockery – cups, saucers, mugs and side plates. There are only sufficient glasses and cutlery for use at meetings. Washing up liquid, cloths and T-towels are provided and the dishwasher has an automatic supply of detergent

Car Parking

The driveway leading to the Parish hall must not be obstructed. The parish hall car park will accommodate about 35 cars if they are parked sensibly. Cars are parked at the owners' own risk. Any overflow cars may park on the road. Cars are **not** allowed on the Parish Hall grassed areas.

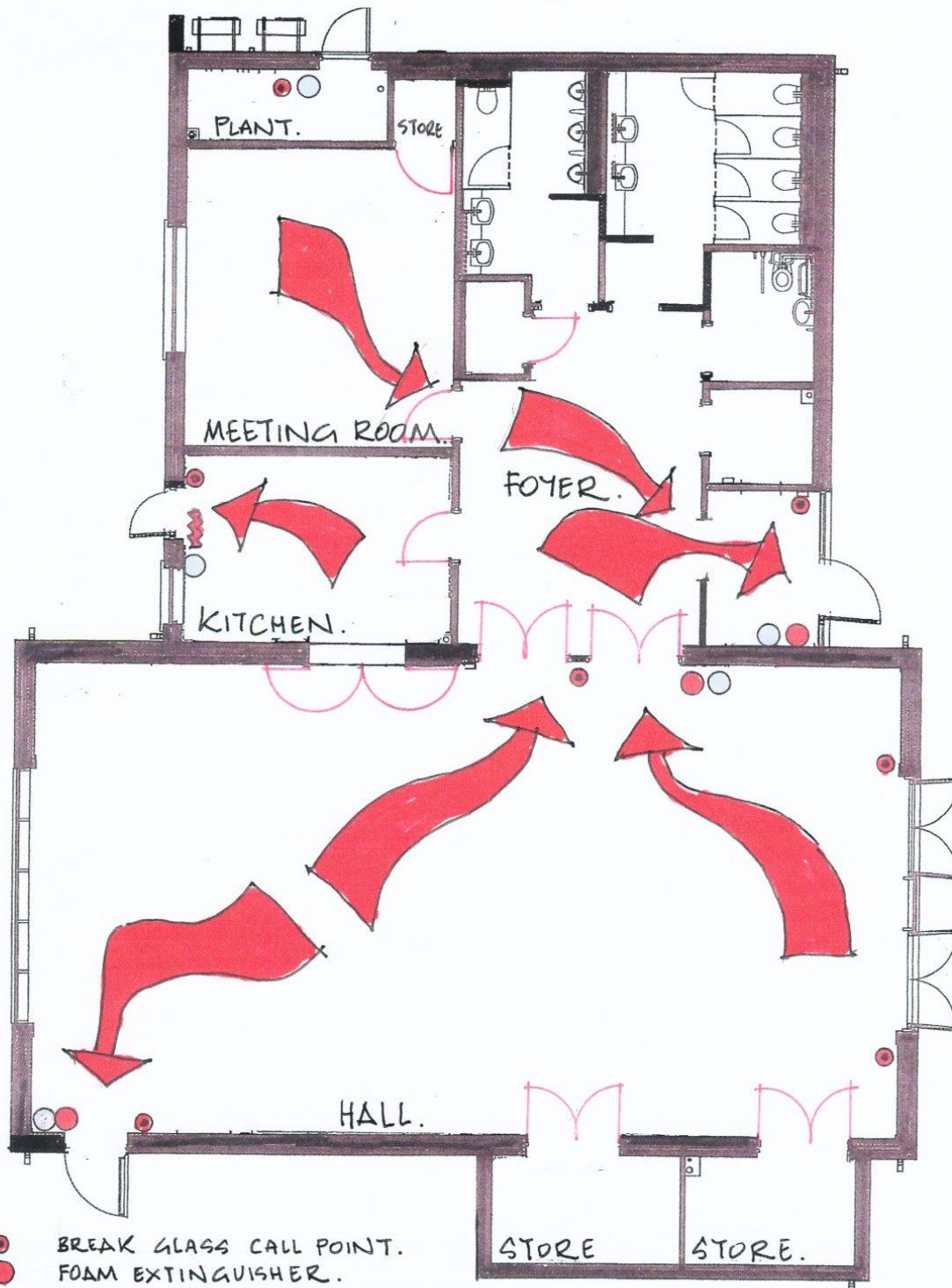
Payment

For one –off bookings: Payment is required at the time of the event or within 21 days of receipt of the invoice

For a multiple booking (6+ sessions): Payment is required within 21 days of receipt of the invoice.

For major events, weddings and parties: Further information will be available for hire of the hall for weddings and parties. A 25% deposit will be required at the time of booking. We also request a security deposit of £100 - refundable within 14 days of end of hire period, provided no damage, loss, additional cleaning or complaints regarding noise or disturbance are made to the parish hall during the period of hiring.

Emergency Escapes and Location of Fire Alarms and Extinguishers



- BREAK GLASS CALL POINT.
- FOAM EXTINGUISHER.
- CO² EXTINGUISHER.
- FIRE BLANKET.
- ⤵ FIRE DOOR TO BE CLOSED IF FIRE ALARM IS ACTIVATED.