



HALL USAGE GUIDE

We want all users to have a safe and enjoyable time at the Hall, and this guide sets out important information relating to your safety and security. Please make sure you have read it and familiarised yourself with its contents.

Accidents

The Hall's First Aid Box is located in the Kitchen and its location is signed. If you make use of the First Aid Box please advise the Booking Secretary so that stocks can be maintained.

In the event of any minor accident or injury please make a record in the Accident Report Book located with the First Aid Box and notify the Booking Secretary.

Contact numbers for the nearest Doctors and Hospital facilities are given below, and there is a public telephone located near the front entrance if required.

Fire Safety

Fire Exits for the Hall are clearly signed and you should familiarise yourself with their locations, and keep them clear at all times.

There are Fire Extinguishers located around the Hall. These are designed to deal with minor incidents and vary by type, details of each extinguisher are set out in the information sheets at their locations.

In the event of a fire ensure that all persons in the building exit safely and congregate in the Car Park at the front of the building having left by the nearest available Fire Exit.

If you need to use an extinguisher please do so with care and follow the instructions carefully, ensuring the extinguisher is suitable for the type of fire. Do not attempt to use an extinguisher unless you feel it is safe to do so.

To report a fire please call 999 when safe to do so. All incidents of fire must be reported to the Booking Secretary as soon as practicable.

Safety and Cleaning

Please avoid creating safety hazards when using the Hall. Keeping the Hall clean and tidy is an important health and safety consideration. Users are required to leave the Hall in the same state that they find it and cleaning materials and equipment are provided to allow this. You will be made aware of the location of the relevant facilities when first using the Hall.

Security

When using the Hall please ensure that the doors are closed when not in use, and do not leave entrance doors open when using the Hall. You will be provided with an access code for the main door. **This code is intended for the use of the person responsible for the booking of the Hall and should not be given to any other person.**

When you Leave

Each time that you leave the Hall please ensure

- that all users have left the building;
- that all windows and doors (internal and external) are closed and secured;
- that any equipment or kitchen appliances that you have turned on are switched off;
- that you remove any items you have stored in the fridge;
- that you place any rubbish created into the appropriate refuse/recycling bins (located outside the rear kitchen door); **If your event has created significant amounts of rubbish or food waste please take this away with you and dispose of appropriately;**
- that all lights are switched off (emergency lighting will remain on).

Services

The Hall is well maintained and all key services operate normally. In the unlikely event that there is any problem with any services please contact the Booking Secretary. If it is necessary to switch off the Electricity or Water supply please contact the Bookings Secretary or the Caretaker.

WiFi

The Hall WiFi Network is **Memorial Hall** Password **John1998**

Use of Kitchen

Any requirements for the use of the kitchen facilities must be arranged at the time of booking and/or agreed by the Booking Secretary. If the kitchen is used please use all appliances as intended and leave the kitchen in a clean and tidy condition. Please do not allow unattended children into the kitchen.

Licence for the Supply of Alcohol

If your event involves the provision of alcohol you must comply with the conditions of the Hall's Licence. Terms of the Licence will have been previously provided to you and are contained in the Abstract of the Licence on display in the lobby at the Hall.

Consideration for Neighbours

If you are using any outdoor areas of the Hall's grounds or leaving the Hall after 9pm please be considerate to our neighbours when doing so.

Contact Numbers

Doctors surgery

01669 620339

Emergency A&E

0344 811 8111

Booking Secretary

07711 942694 bookframhall@gmail.com

Chairman

07843 774 731