

Appendix 3

Information sheet to be given to all hirers.

1. Keys

Keys will be provided to the Hall front door, to the door from the Hall on the school side, to the outside kitchen door and to the internal cleaning store room. The keys should be returned to the keys provider or as otherwise agreed with that person.

2. Vacating Premises

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period. Telephone: 01271 850592 in case of difficulty. Guests are expected to vacate the premises within five minutes of the end of a licensed period. Only those helping to clear up the Marwood Community Hall should be on the premises after this time. Failure to comply with this will result in forfeiture of your deposit.

3. Safety

The Marwood Community Hall has a No Smoking Policy. In the event of a fire, the Marwood Community Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. The exact location of the fire exits and fire extinguishers must be noted before the Marwood Community Hall is occupied and the manner of opening Fire Doors should be made known to your guests.

Note that the hatch between the main hall and the kitchen are fire doors and should be shut in the event of a fire or when leaving the building normally at the end of the hire session. If there is the need for an assembly point after evacuation of the building this should be in the Community Hall car park.

A sketch plan showing the fire exits, location of fire extinguishers and the evacuation assembly point is shown on the following page and has been placed on the notice board in the Hall entrance corridor.)

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice.

A first aid box is located in the Entrance Hall.

Any issues or concerns relating to Health & Safety should be reported to the Management Committee using the End of Hiring Declaration form.

4. Power circuits/heating

The heating controls are fixed and no attempt should be made to adjust it.

5. Hall Telephone

The Marwood Community Hall has no telephone and the nearest one is located at Muddiford. So you are advised to bring a fully charge mobile telephone for use in case of emergency. There is some mobile phone reception in the hall, but a more reliable signal is obtained from either the Community car park or higher up on the school sports field.

6. Car parking

The lane leading to the Marwood Community Hall is a public road and must not be obstructed. The Marwood Community Hall car park will accommodate 20 cars if they are parked sensibly. If the hiring period is outside of school hours then the school car park may be used. Any overflow car parking should be in the lane adjacent to the school. Please note this lane is used by farm vehicles and park on the left close to the wall or bank. Cars are not allowed on the playing field.

7. Consideration for others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park or on the lane will be disturbing to local residents.

Please do not fix or attach anything to the walls, boors or other surfaces. The use of drawing pins, Sellotape or blutack is strictly not allowed. If you have any requirements top fix or attach any item inside the Hall please discuss your needs with the key provider, whose decision is final and binding on the matter.

Please leave Marwood Community Hall clean and tidy, in the same condition as you found it when first entering the building. Please bag up all waste using the black sacks to be found in the Cleaning Store and deposit these in the bin marked for Community Use, located at the bottom of the Hall access lane. Alternatively take home all waste. In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboard that the Hall floor is swept and any food or drink spillages are wiped up. A mop and bucket can be found in the storeroom if required.

8. Faults/ Damage/ Comments

Please report any faults or damage on the End of Hiring Declaration or to the booking secretary as soon as possible so that they can be addressed quickly. The Management Committee welcomes comments or observations that you may have about your hire of the Marwood Community Hall.