

# **HAWKLEY PARISH HALL - ADVICE AND ADDITIONAL INFORMATION FOR USERS**

## **PLEASE STUDY AND FOLLOW THESE INSTRUCTIONS**

### **PLANNING YOUR EVENT**

These notes are to help you plan ahead and hopefully make your hire of the Hall as enjoyable as possible. If you are planning a party for a large number of people, think ahead:

1. You will need to book the Hall from when you start to get ready which could be a couple of hours before your guests are due to arrive.
2. The Hall has to be vacated and locked at 12 midnight prompt to comply with all the requirements of our Premises Licence so please make sure your guests leave well before this time, allowing time to clear up.
3. Have a wonderful party and we hope you enjoy the Hall's excellent facilities.

### **ON ARRIVAL**

- When laying out chairs, tables and other equipment required, please ensure that exit routes are not obstructed.

### **DURING THE EVENT**

- Remember that there must never be more than 150 people in the hall
- Storage space in and around the hall is limited and preallocated. Please do not obstruct access to, or add any items to these spaces without consulting the Parish Hall Trustees.
- **Wipe any spillages immediately with damp/dry cloth. Under no circumstances use water or a wet mop on the wooden floor.**

### **IN CASE OF FIRE**

- Instruct all persons to leave the building and to assemble on the cricket pitch, away from the hall.
- Call the Fire and Rescue Service, **DIAL 999**. Nearest public telephone is at the entrance of the access road. Give this address: **Hawkley Village Hall, Upper Green, Hawkley, GU33 6NA**
- If safe to do so, attempt to put out the source of the fire using the Fire Extinguishers.
- On the arrival of the Fire and Rescue Service, inform them of the location of all persons at the event.

## **SALE OF ALCOHOL**

- If you intend to sell alcohol this must be supervised by a Personal Licence Holder (PLH). This can be an external catering contractor or a local publican. If you wish the Hall to supervise the sale of alcohol then please contact Nick Davis to make appropriate arrangements, including signing your booking form. There may be a charge for this service for organisations based outside the village. It is not always necessary for the PLH to attend the event in person.

## **USE OF KITCHEN**

- The Kitchen equipment now includes an industrial dishwasher as well as a range cooker. Please follow the safety guidance and user instruction leaflets for all the equipment. These can be found on the walls next to the item.
- Please be aware that very hot water can scald and due care must be exercised.

## **END OF SESSION**

- Stow away all equipment. All chairs and tables to be wiped clean and returned to the store-room.
- **PLEASE TAKE AWAY ALL WASTE MATERIAL.** A removal fee will be deducted from your deposit if this is not done.
- Check that all electrical appliances are turned off and unplugged where necessary.
- **Close all internal doors and secure all outside doors and windows properly- make sure all external doors are locked- including changing room doors.**
- Switch off lights.
- Turn off gas supply and check storage locker is locked.
- All defects and breakages are to be reported to the Trustees at the end of the hire.
- Please ensure your guests leave the hall quietly – we are central within the village, so please respect our neighbours property.
- Please leave the kitchen area as clean as you found it.
- Please check all areas (including the toilets) before you leave to make sure they are unoccupied and clean and tidy.
- Check for any property belonging to your guests which they may have forgotten.