

Useful Information for Hirers

- **Keys** - Please ensure you know from where you can collect/return the keys.
- **Alarm** – The Hall has an alarm and smoke detectors. If it goes off, please evacuate to the Car Park, and dial 999 for the Fire Brigade.
- **Telephone** - As a Condition of Hire, a person must have a mobile phone in case of emergency.
- **Chairs and Tables** - If you are using Chairs and Tables, please ensure that after use, these are returned to the Stores correctly. (the storage space extremely is limited)
- **Heater Controls** - The main Heater control is inside the left-hand cupboard at the far end from the Entrance. The button will have a blue ring; press ONCE. (do not press a second time or to turn off). The Heaters will operate for an Hour and turn off. If necessary, press the main Heater Control again if blue, for a second period. If the temperature in the Hall is too low or high, turn the main Stat, on the Wall outside the cupboard. Please do not alter the controls on individual heaters.
- **Decoration** - Please do not stick anything to the Walls (even with blu-tack).
- **Accidents** - must be recorded in the Accident book held on the Wall in the kitchen, and reported to a Committee Member. A first aid kit is available in the kitchen.
- **Emergencies** - Contact Liz, or any other Committee Member (See the Notice Board in the Kitchen for Contact Details)