

**SPECIAL NOTICE**

**Please comply with the following conditions:**

1. Please ensure that all hall users are aware of the positions of fire exits, fire extinguishers and fire alarms (see fire information on notice board next to back door).
2. Please note there is a No Smoking policy throughout the hall, including the veranda.
3. The First Aid box (which also holds the accident record book) can be found in the kitchen.
4. You may adjust heating/hot water system/individual radiator valves as required, but at the end of your booking please ensure that all dials, switches etc are returned to their original settings.
5. There are 4 additional overhead heaters, which may be used to supplement the heating. These are run by meters, which are situated by the telephone and by the main front door, at a cost of £1 for approximately 30/35 minutes.
6. The telephone, situated outside the Committee Room, is for emergency use or reporting problems only (please record any problems/breakages on the "Faulty Equipment / Breakages sheet by the back door). Do not use for personal calls.
7. Bars must be set up in the kitchen area, not in the main hall.
8. Barbeques must be set up outside on the shingle (permission for barbeques must be granted by the Booking Secretary before the event).
9. If using inflatable equipment e.g. bouncy castles, please make sure that your provider is insured as bouncy castles are not covered by hall insurance, also please do not use any sort of tape to cover electrical cables. No blue tack or sellotape should be applied to plasterwork, walls or woodwork. Drawing pins only should be used for decorative purposes. No Snow/Bubble machines or any other chemical device to be used as this causes damage to varnish on the floor.
10. Please stack chairs on the stage in orderly lines (do not lift more than 4 chairs at a time).
11. Stack Gopak tables and card tables as orderly as possible in the storeroom.
12. Please sweep floor and mop if necessary, especially if drink has been spilt, as the floor surface becomes extremely slippery when wet.
13. Please leave the kitchen tidy and clean; clear away any rubbish, return all crockery to cupboards, hang tea towels on rail to dry, leave the sink in a clean condition. Do not stand equipment on top of cooker. If using Burco tea urn please use with extreme care.
14. Rubbish may be placed in the wheelie bin but when this is full please take any excess away with you. Please put all cans, bottles, paper and cardboard in the recycling bin.
15. Ensure that all electrical appliances, lights and taps are switched off (fridge should be left switched on).
16. Check that windows and doors are closed securely. Both locks on the back door must be used.
17. Curtains should be left open at the end of your booking.

18. All bookings must finish by midnight (unless previously agreed with the Booking Secretary).
19. Keys must be returned immediately.