

Appendix 1 Information sheet for hirers

Before using the hall please comply with the conditions in the hire agreement and the following:

Things to bring with you

Waste sacks and Tea Towels. Charged mobile phone.

Opening and closing the Parish Hall

The Parish Hall will be opened for your hiring by a Trustee and will be closed for you at the agreed time, unless alternative arrangements have been made with you.

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.

Please telephone one of the Trustees (Contact details on main door) in case of difficulty. Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. 23:45 hours (unless the event is New Year's Eve), only those helping to clear up the Parish hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Car parking

The Parish Hall car park will accommodate a good number of cars if they are parked sensibly. The tarmac area in front of the hall has disabled spaces. Be aware that the car park is also used by the school and local dog walkers so please drive with care. The car park surface is uneven in places.

Communications

The Parish Hall does not have a telephone. Please ensure you have means of summoning help if you need to. You are advised to bring a fully charged mobile telephone for use in case of emergency.

The Parish Hall has WiFi. Password is Sparkwell1

Safeguarding

All hall users have a duty to safeguard children, young people and vulnerable adults. A copy of our policy is available in the User Manual.

Bouncy Castles (Information from our insurers which must be complied with)

- access and use is controlled by an authorised adult (this can be a parent attending the party) employee/volunteer at all times
- when used outside a building, it is securely anchored to the ground at each anchor point
- each anchor point is signed, or otherwise marked to be made easily visible, and wrapped to prevent injury
- soft matting is used to cover hard surfaces adjacent to the front or any open sides where there is a risk of injury from falling from the inflatable

In addition, using bouncy castles can increase the risk of injury, particularly to children and others who may not be aware of the dangers.

Insurers offer the following risk management advice for overseeing bouncy castles:

We expect you to take extra care to prevent injuries by making sure measures are put in place that help reduce this risk and our guidelines are:

- to follow the manufacturer's or supplier's safety recommendations
- requiring children to remove sharp articles like shoes, buckles or jewellery
- not allowing overcrowding, particularly by children (to help prevent knocking into each other)
- not allowing a mix of large and small children at the same time (to avoid larger children crushing the smaller ones)
- not allowing use by adults and children at the same time
- not allowing any access to the very youngest children, e.g. under 2 years old
- soft matting is used to cover hard surfaces adjacent to the front or any open sides where there is a risk of injury from falling from the inflatable.

Material damage is the responsibility of the owner.



Decorating the Hall

If decoration is required e.g. balloons, banners, etc. only fix to areas where damage won't occur, such as glass, using unmarking tape or white tack and remove after use. Only biodegradable wedding or table confetti is allowed.

Smoking

The Parish Hall has a No Smoking Policy.

Please do not dispose of cigarette butts in the planters or outside the front door.

If smoking outside the building please do so away from the front entrance.

Candles and naked flames

Are not permitted in the building.

Fire Procedure

- Ensure you have a mobile phone signal or a means of summoning help if required when you enter the hall.
- Ensure you are familiar with the location and operation of all the fire exits and call points (break glass).
- Keep the exits free from any obstructions whilst you are using the hall and ensure the doors open freely.
- If the fire alarm goes off, evacuate the building and assemble in the carpark near the main entrance. Call the Fire Service 999 or 112
- If you suspect a fire (however small) activate the alarm at the nearest call point, evacuate the building and assemble in the carpark near the main entrance. Call the Fire Service 999 or 112
- The person booking the hall is responsible for knowing who is in the building, doing a head count, and must greet the fire service to advise them.
- Fire extinguishers are located to enable safe egress, only use if trained to do so.

Your location is:

Sparkwell Parish Hall. Sparkwell. PL7 5DD

Electrical Equipment

Any electrical or other equipment brought into the building must be in good and safe condition. Any commercially owned equipment must be PAT tested and in date. Ensure all leads are stowed safely and electrical sockets are not overloaded. The use of extension leads is discouraged and should not be daisy-chained under any circumstances.

General Safety

Please use the trolleys provided for moving chairs and tables in order to avoid injury.

First Aid

There is a first aid box and accident book located in the main foyer. There is a catering first aid box located in the kitchen. Please record all accidents/injuries/incidents.

Heating

The hall has been fitted with new radiant heaters. The controls are located next to each heater. There is a timer switch and a full/half heat switch for each heater. There is no advantage in putting heaters on in areas of the hall that are not being occupied as they do not heat the air just the person. These must be turned off when vacating the hall

The Stage

Access onto the stage is not allowed unless specifically booked and training given.

Dishwasher

Instructions are on the wall. Mains switch is under the work top next to the general waste bin. Please switch on for about 30 mins before using it, to avoid soap bubbles going everywhere.

The drain needs to be removed and cleaned at the end of each session and the washer pumped out.

Range Oven

Instructions are on the wall. Clock needs setting before ovens work. (please note it's the two black buttons on the end on the left)

Water Heater

Mains switch under the work top beside the general bin.

Sound System

Mains plug, power on. It will play CDs. There is a jack plug for connecting mobiles and tablets. An adaptor will be required for those devices that do not have a headphone socket (e.g. i phones)

The Master volume is on the far right. Individual controls labelled.

Records

A book has been provided in the main foyer to record any damage, breakages, comments or complaints.

Waste Management

Please take your general and recycling waste home with you.

All food waste must be removed and taken home. No food should be left in the fridges or freezers.

There are bins for sanitary waste in the toilets.

A nappy bin is provided in the baby change toilet (For NAPPIES ONLY)

Cleaning

A vacuum cleaner, dustpan, brush, mop and bucket have been provided. Please leave the hall clean for the next user. Wipe down tables, chairs, hard surfaces, door handles, etc. as necessary. Leave the kitchen clean and tidy. Wipe down oven if used. Check the toilets are clean and tidy.

Leaving the building

Please stack tables in the trolleys provided and leave the layouts of the rooms as required. (Photograph of required layout on wall in main hall and committee room) Chairs should be placed around the outside of the main hall not in front of the fire exits and not more than 2 high.

Please ensure all taps, electrical appliances and the radiant heaters are switched off.

Please ensure all windows and doors are closed, curtains pulled and lights off (check disabled toilet light!).

The outside lights are on a timer.

Take all your belongings and waste with you.

In an emergency there is a list of Trustees contact details displayed on the Front Door and in the User Manual.