

TO BE READ BY ALL HIRERS AND USERS

BOSBURY PARISH HALL – Information Sheet

Opening and Closing the Parish Hall

Details may be arranged with the Booking Secretary/Caretaker, Mrs Angela Clarke, on 01531 640828. Outside contractors must be aware of the hire period and that they will not be able to enter before or leave after the Hiring Period unless arrangements are agreed well in advance with the Booking Secretary. Users should be asked to leave the Premises before the end of the Hiring Period to allow for clearing up after the event. After midnight (unless the event is licensed to 1am) only those helping to clear up the Parish Hall should be on the Premises.

Safety in General

No Smoking applies in the Hall. In case of fire, follow the Fire Procedure instructions evacuating the building and informing the Fire brigade where appropriate. Before your event study the Fire Plan to be certain of the fire exits and fire extinguishers positions. Check the push-bar Fire Exits and make sure you make these known to the Users at the start of the event.

Use the trolley provided for moving chairs (stacks of no more than 5) and take care moving tables and staging in order to avoid both personal injury and damage to the walls or floor. Chairs and tables are to be stored behind the side curtains unless otherwise directed by a Parish Hall Committee member or the Caretaker.

The Parish Hall's Accident book and a wall-mounted First Aid box are kept in the kitchen.

If an inflatable play item or other potentially dangerous equipment is to be used, you must get approval in advance from a Parish Hall Committee member or the Caretaker.

Heating

The Main Hall has night-storage heating has thermostat controls on each side of the stage. Please let the Caretaker know beforehand if you need the Parish Hall to be particularly warm. Do not adjust the controls without telling the Caretaker, as this could mean that rooms are too cold or hot for subsequent users.

Emergency Telephone

There is a red telephone in the Hall entrance foyer for use in case of emergency.

Parking

The private car park can hold 27 vehicles in the marked bays, with two being set aside for disabled persons and one reserved for the Booking Secretary/Caretaker. **Please note that the Parish Hall Management Committee accepts no responsibility for damage to or loss of any vehicle and/or its contents. All vehicles and contents are left at the owner's risk.**

Decorating the Hall

Inform the Caretaker if you want to put up decorations or notices. There are wall hooks in the Main Hall and entrance hall. No drawing pins or adhesive tape must be used anywhere but small pieces of removable sticky tack are fine if taken off when clearing up after the event.

Faults/ Damage/ Comments

Please report any faults or damage to the Caretaker as soon as possible so that they can be sorted out promptly. Our Feedback sheet is available for comments. We always read them.