

BOSBURY PARISH HALL – Information Sheet

PLEASE KEEP THIS AND MAKE SURE ALL USERS READ IT.

Opening and Closing the Parish Hall

For opening and closing the Parish Hall, please make arrangements with the Booking Secretary, Mrs Angela Clarke, on 01531 640828, when making the booking. Please make sure 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 unless arrangements are agreed well in advance with the Booking Secretary.

Guests are expected to vacate the premises before the end of the Hiring period to allow for clearing up after the event. After midnight (unless the event is one covered under Section 2 of the Hiring Agreement that is licensed to 01.00 hrs) only those helping to clear up the Parish Hall should be on the premises.

Safety

The Parish Hall has a No Smoking Policy.

In the event of fire, the Parish Hall Fire Procedure instructions shall be followed to evacuate the Hall and inform the Fire brigade where appropriate. Before the Parish Hall is occupied, be sure you know where the fire exits are and where the fire extinguishers are placed all as shown on the Fire Procedure sheet. The manner of opening push-bar Fire Doors should be made known to your guests.

Please use the trolley provided for moving chairs (safety regs. say in stacks of no more than 5) and take care moving tables in order to avoid personal injury and damage to the floor. Please stack chairs and tables in the storage area behind the stage curtain unless otherwise directed.

The Parish Hall's Accident book, COSHH regulations safety sheets and kitchen equipment instruction books are kept in the kitchen together with a wall-mounted First Aid box.

No bouncy castles, trampolines or any other potentially dangerous equipment can be used without you have approval from the Parish Hall Secretary in order that the insurance cover can be determined.

Where the Hall demountable staging is to be used as a stage, the Hirer must ensure that it is correctly assembled to provide a stable flat surface using the fixing clips provided. The safety of the installation shall be the Hirer's responsibility.

Heating

The main hall heating thermostat controls are located on either side of the stage. Please let the Booking Secretary know if you need the Parish Hall to be particularly warm or cold. Do not adjust the controls without the Booking Secretary's permission, as this could result in rooms being too cold or hot for subsequent users.

Telephone

The Parish Hall has no telephone and the nearest one is located on the main road opposite the Hall past the Bell Inn, which only takes cards so you are advised to bring a fully charged mobile phone for use in case of emergency

Parking

The Parish Hall car park can accommodate 27 vehicles in the marked bays, two being set aside for disabled persons and one reserved for the Booking Secretary/Caretaker. Vehicles are not allowed on the grassed areas and any damage caused by this condition not being adhered to will be charged for. **Please note that the Parish Hall management Committee accepts no responsibility for damage to or loss of any vehicle and/or its contents. Vehicles of all types and their contents are left at the owner's risk.**

Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

No decorations or notices may be put up without prior permission from the Booking Secretary. Where this is given, do not use drawing pins or adhesive tape on the walls or other surfaces, use a putty-type adhesive such as Blu-tack and please remove as soon as possible at the end of the event so that the surfaces are not permanently marked. Do not fix decorations near light fittings or heaters.

Please leave the Parish Hall clean and tidy. Remove all waste and take it away. In particular we ask you to ensure table tops are wiped clean before being stacked. The 'End of Session' notice in the entrance hall gives more details.

Faults/ Damage/ Comments

Please report any faults or damage to the Booking Secretary as soon as possible so that they can be rectified quickly. It would be useful if you would please complete the Feedback sheet with comments about your hire of Bosbury Parish Hall.