

WEST MOORS MEMORIAL HALL

Instructions for Private Hirers

Version 1.2 – December 2023

These instructions are to help you and your guests have a safe and enjoyable time when you visit our hall so please read them before you arrive. They do not replace the Hiring Agreement which you have agreed to.

Thanks to the efforts of volunteers from the village the Hall is entirely self-supporting. Your booking is appreciated, and we welcome any suggestions for improvements. We hope that you find the hall as you would wish and leave it ready for the next hirer. Please report any faults or damage to the Booking Agent as soon as possible so that they can be rectified quickly.

Please telephone or text 07746 939820 in case of difficulty.

ARRIVAL AND DEPARTURE

The Hall keys will be available from the key box adjacent to the side door of the Hall (north as side of building) and after locking up, must be returned there immediately and the box locked. You will have been sent the key box code with your booking confirmation. The instructions for the key box are on page 4.

Please familiarise yourself with the Emergency Procedures, the location of fire equipment and the operation of the emergency fire doors when you arrive. Please inform your guests when they arrive. The Emergency procedures and the diagram of location of the safety equipment is at the end of these instructions.

Please ensure that you, the other guests, outside caterers, contractors and bar staff are aware of the hire period and that you and they are not authorised to enter before or leave after the hire period you have booked.

Access for both halls is via the side door adjacent to the key box or the front doors facing Station Road.

Loading and unloading:

- for the Main Hall is via the side door adjacent to the key box or the front doors facing Station Road.
- for the Small Hall is via the side door adjacent to the key box. **Do not use the side emergency exit doors.**

If there are temporary arrangements for access due to building works these will be posted on our website.

Car Park

All users park at own risk. Do not drive around the hall except to access the disabled bays or for loading/unloading. If parking in the disabled bays a valid blue badge must be displayed. The rear parking area should be kept clear for emergency vehicles, contractors and Hall management. Station Road, West Moors is a public road and this must not be obstructed. The Hall car park will accommodate 120 cars if they are parked sensibly. Please remember that the hall is in a residential area so when outside please behave quietly and considerately.

HALL FACILITIES AND WHEN YOU ARE AT THE HALL

The Main Hall

The switches for the dimmable lights are by the door opposite the side entrance. The switches for the central hall lights and the stage strip lights are on a panel on the stage on the left-hand side (as you face the stage) behind the main stage curtain. The pulley for the main stage curtains is on the left-hand side too. No other equipment or lights are available for general use unless specific arrangements have been made in advance with the trustees and you have received the appropriate instructions.

The chairs are stacked up with their rear to the wall and should not be stacked more than 5 high. Please do not allow children to play on the stacks of chairs. For moving the stacks of chairs a chair trolley is provided. Larger tables are stored in the right-hand cupboard under the stage. The main hall is equipped with an induction loop system and amplifier.

The Small Hall

The switches for the lights are by the side of each entrance door. The chairs should be stacked as for the main hall. There are no large tables available for the Small Hall

Please note:

- **Tables and chairs must not be taken outside the hall**
- **Naked flames (other than small cake candles) are not allowed in the hall**
- **Fireworks of any type are not permitted in the hall or in the grounds**
- **Do not use drawing pins or adhesive on the walls or other surfaces, use blu-tack if you need to put up notices or decorations.**
- **Do not fix decorations near light fittings or heaters.**

The Kitchen

This is available to all users. An electric oven is available for warming food. Please remember to clean this after use. There is also a gas hob and a microwave oven, please ensure that these are all turned off after use. The refrigerator is provided for the temporary storage of perishable food and drink. Please remove your items before leaving and clean but do not switch off. Hirers should ensure that any prepared food is kept covered before consumption and eaten within a short timeframe. The insect lamp should be switched on when food is in the kitchen.

The electric wall boiler heats water to correct temperature for making tea/coffee. Please ensure that this is switched off after use. An additional free standing boiler is stored on the work surface for use during busy times. Do not attempt to move this unless it is empty. Crockery and cutlery is provided in cupboard No. 8 by the side window (it is labelled).

The instructions for the dishwasher are on the wall above it. The dishwasher can take an hour to heat up but then operates on a four-minute cycle and then 20 minutes to drain and clean. It is normal for water to remain inside the machine. No detergent is needed. If you use the dishwasher please empty and return crockery to the cupboard.

Black rubbish sacks should be placed in the large bin outside the kitchen door. More plastic sacks are kept under the sink. PLEASE DEPOSIT ALL GLASS BOTTLES IN THE BOTTLE BANK AND NOT IN THE GENERAL RUBBISH BIN. Washing up liquid is provided, but please bring your own drying up cloths.

Facilities for the disabled and for infants

Disabled parking spaces are provided at the right-hand side of the building (looking from the road), and are accessed by driving around the rear of the Hall. A valid blue badge must be displayed. Wheelchair access is via a fixed ramp at the side or front of the building. Toilet facilities for the disabled are situated at the end of the side passageway and incorporate a nappy-changing unit. Please use the disposal bin provided.

Internet Broadband Facilities, Wi-Fi

A wireless router enables internet access for users bringing their own laptops. Instructions to connect are in the Hall.

Smoking

The Hall has a strict no smoking and no vaping policy. The Hirer and all users must comply with the prohibition of smoking in public places provisions and regulations of the Health Act 2006

Consumption of Alcohol

The Hall is fully licensed for consumption of alcohol and users may bring their own drinks, or use the Social Club bar via the adjoining hatch during opening times. We do not permit hirers to sell alcohol on the premises of the hall.

Ask the Social Club Steward if you require drinks. For large functions/receptions where full bar facilities are required please contact the Club Steward at least two weeks in advance so staff can be made available. Phone 01202-877414. Please note that **drinking outside is not permitted under the hall licence.**

Heating

The heating is controlled automatically and remotely. Do not adjust any of the controls or radiator valves.

Playing Loud Music

Please be considerate of our neighbours and all doors must be shut.

CCTV

The hall operates CCTV in the general areas inside the hall and also outside for your safety and to help us manage the hall. Do not interfere with or obscure the equipment.

Electrical Equipment Brought To The Premises

You are responsible for any electrical equipment brought to the hall during your period of hire. As a minimum you should check that that all equipment over one year old should have current PAT testing certification.

TIDYING AND CLEANING AFTER USING THE HALL

In each hall on the noticeboard there are instructions with photographs on how to tidy the furniture away ready for the next user. Please pay particular attention to stacking and placing the chairs. For safety they should be stacked no more than 5 high and with the backs to the wall – use the chair trolley for moving stacks around. Please do not stack them in front of the radiators. Clean the table tops and stack the tables away as described on the notices.

If there is any liquid spilt on the floor please wipe it up. Sweep the hall floor using the dry sweeping mop in the lobby near the kitchen. A dustpan, brush and bin are provided in each hall. If you have collected rubbish in black sacks then if possible take it home with you or place it in the bin outside the rear door to the kitchen. Please place any glass in the glass recycling bin nearby the main bin.

If you have used the kitchen then please see the paragraph on the use of the kitchen as that describes the use of the dishwasher. Please allow time for the dishwasher to heat up and run before you leave.

Please remember to check the toilets, lobbies and corridors when you are tidying up.

Please report any faults or damage to the Booking Agent as soon as possible so that they can be rectified quickly.

CHECKLIST BEFORE LEAVING

1. Clean the table tops and replace tables and chairs according to the plans on each hall's notice board.
2. Ensure that the hall is clean and tidy.
3. Turn off oven, hob, fan, insect lamp, dishwasher and water heater, but not the fridge.
4. Turn off the lights. Note: The lights in the main toilets, front lobby, fire exit lights, and the external security lights are controlled automatically. Please ensure the lights are turned off in the halls, rear lobby by the Small Hall and the kitchen.
5. All windows and external doors must be shut and secured.
6. Lock the exit door, return the key to the Key Box and lock that – see instructions below.
7. Finally remember that the hall is located in a residential area so please ensure that you and your guests leave quietly and considerately.

THE KEY BOX

The key box is on the wall to the right of the side door of the hall. Facing the hall from Station Road the side door is on the righthand side of the building (to the North).

To unlock the key box, open the front cover of the key box and you will see:

A black knob with a keyhole in it (ignore the keyhole)

The four dials of a combination lock
(in the picture showing the code 4972)

Enter the code on the dials on the combination lock then turn the black knob above the dials to open it.

To lock the key box, check the code is still entered correctly on the dials, return the key to the key box, shut the door with the dials on it and turn the black knob above the dials until that door will not open then spin the dials to hide the code. Check it is still locked and then close the outer cover.

Do not force the lock – if it does not open then either the code has been incorrectly entered or you have the wrong code. Check you have entered the code correctly and if so then contact our booking agent.



EMERGENCY PROCEDURES.

DO NOT obstruct fire exits or lock passage doors. In an emergency leave by the nearest available exit and proceed to the marked assembly point which is at the left-hand side of the car park (when approaching the Hall from Station Road) alongside the Castleman Trailway entrance. There is a telephone in the Social Club.

In the event of a fire, the Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. Once the hall has been evacuated inform the Booking Agent or Trustees using the contact numbers on the noticeboard at the front of the hall.

Accidents

All accidents occurring on the premises must be recorded in the Accident Book provided in the kitchen. Please advise the Booking Agent on 07746 939820 or bookings@westmoorshall.org of any accidents. These must also be reported to the Secretary (secretary@westmoorshall.org) or Chairman (chairman@westmoorshall.org). There is a basic First Aid Box in the kitchen containing bandages, plasters and antiseptic wipes. Please report to our Booking Agent if any of these items need replacing.

A diagram of the location of the fire and safety equipment is on the following page.

LOCATION OF FIRE AND SAFETY EQUIPMENT AT WEST MOORS MEMORIAL HALL

