

Lowther Parish Hall Management Committee

Information sheet to be given to all user groups/hirers

Opening and Closing the Parish Hall

The Parish Hall keys will be available from the bookings secretary and, after locking up, must be returned there immediately. Alternatively the Parish Hall will be opened for your hiring by _____ and will be closed for you at the time you have indicated.

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.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (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.

Safety

The Parish Hall has a No Smoking Policy.

In the event of a fire, the Parish Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the Parish Hall is occupied and the manner of opening Fire Doors should be made known to your guests.

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please return any chairs and tables to their original locations after use.

A first aid box is located in the kitchen.

Power Circuits/Heating

The main heating and lighting controls are located in the Supper Room. Please let the bookings secretary know if you need the Parish Hall to be particularly warm or cold. There is a 15 minute delay before the external lights switch off.

Telephone

The Parish Hall has no telephone. The nearest public telephone is located at the junction with the main road so you are advised to bring a fully charged mobile telephone for use in case of emergency.

Car Parking

The Parish Hall car park will accommodate a good number of cars if they are parked sensibly.

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.

Please do not use drawing pins or sellotape 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.

Please leave the Parish Hall clean and tidy and leave waste in the bins outside or take it home. In particular we ask you to ensure table tops are wiped clean after use.

Faults/ Damage/ Comments

Please report any faults or damage to the bookings secretary as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the Parish Hall.