# Warcop Parish Hall - Information For Hirers

## Signing – In

The person responsible for the hiring must sign in and out of the building using the book in the Entrance lobby.

## Opening and Closing the Parish Hall

For first time bookings, a Committee member will usually meet the hirer to open the hall and discuss hall use and safety. On other occasions the Booking Secretary will confirm arrangements for key collection and return. You will be given keys to all the areas you need to access for your hire.

On entering the building, you will need to disarm the alarm by waving the key fob over the panel, which is located in the Entrance lobby.

On leaving the building, please ensure that:

* The lights have been switched off in the Main Hall, the Kitchen and Meeting Room (Foyer lights are automatic)
* The windows in the Kitchen and Meeting Room are closed and latched. The high level windows in the main hall are closed, using the controls on the wall in the entrance lobby.
* All areas are checked (including toilets) to ensure no-one remains in the building
* The alarm has been reset by waving the key fob over the panel and following the instructions on the screen and the outer door is locked with the key.

Please return the key (to the Booking Secretary or the Key Press as appropriate) immediately after the end of the hire.

## Setting up

Please allow adequate setting up and clearing up time within your hire period. Outside caterers and contractors should be made aware of the hire period and that they should enter and leave within this time. Only those helping to clear up the Parish Hall should be on the premises after the hire period, by arrangement. All furniture and equipment in the main hall should be returned to the appropriate store.

## Room Occupancy

Meeting Room - Maximum Occupancy 30

Hall - 200 (125 seated depending on event)

## Cleaning

One of the keys supplied will allow access to the cleaning store, the Kitchen is kept unlocked.

The hire of the Hall is on a self-cleaning basis in order to keep hire rates as low as possible. You will have access to the cleaner’s cupboard so please make sure you clean up after your booking and leave it ready for the next hirer to use.

Waste: There is no external waste collection service to the Hall. All waste materials arising from Hirers use of the premises must be removed by the Hirer.

Please empty the dishwasher of crockery and utensils before leaving.

## Safety

There is a file of information about the hall in the Kitchen – this contains the Hall H&S Management System and Risk Assessments. Please familiarise yourself with these and also the emergency evacuation procedures and the location of the emergency exits and fire extinguishers. These should be made known to your guests. Internal fire doors must not be wedged open.

Please use the trolleys (when provided) for moving chairs and tables to avoid injury and stack chairs and tables in the storeroom.

Electrical equipment brought in must be safe and compliant with current UK legislation and should be used in the red sockets only.

The hall has a strict No Smoking policy. Smoking is not allowed in the building and only in the designated area in the car park.

The hirer must prepare and provide (if requested to do so) copies of its own activity-specific Risk Assessments.

## Emergencies

It is a condition of the hiring that the Hirer must be equipped with a mobile phone in case of emergency.

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. Please take note of the Fire Evacuation Plan on display and in the Information File. In the event of an evacuation, all guests must gather at the assembly point in the carpark. Please contact a representative of the Hall committee (note the numbers displayed in the Foyer or the Booking Secretary’s number on the website) when safe to do so.

## First Aid

A first aid box is located in the kitchen.

There is a defibulator outside the kitchen door facing the road.

All accidents and incidents must be recorded in the Hall Accident Book, which is located in the kitchen. Major accidents or incidents must be reported to a member of the Parish Hall Management Committee (numbers are displayed in the Foyer).

The responsibility for First Aid lies with the Hirer. The Hirer must have a sufficient number of trained First Aiders and equipment to cover the activity and numbers of people involved.

## Emergency Contact

The telephone numbers of the Hall committee members can be found in the Information File in the Kitchen and are displayed in the Foyer – please telephone in case of emergency.

## Power Circuits/Heating/Ventilation and Lighting

Unless by prior arrangement, only the red sockets are available for hirers to use their own equipment. Extension leads can be used from the red sockets.

Please indicate on the booking form if you need the hall to be particularly warm or cold. Additional cooling in the Main Hall is provided by fans – these can be switched on using the large switch in the cleaner’s store, on the left-hand side. The high level windows in the Main Hall may also be opened using the controls on the wall in the Entrance lobby.

The lights in the foyer and toilets are all automatic. The Kitchen, Meeting Room and Main Hall have normal light switches. Please ensure that lights are switched off before vacating the building.

The external perimeter light timings are already pre-set. There is a “BOOST” switch located in the Entrance lobby, next to the High-level window controls (next to the Burglar alarm panel). Push the appropriate button to extend the timings.

## Curtains and Blinds

Please leave curtains and blinds open when not in use.

## Hall Telephone and Wi-Fi

The Parish Hall does not have a telephone for general use so the event organiser must bring a fully charged mobile telephone for use in case of emergency. The Parish Hall has Wi-Fi throughout the building, and you will be given details of how to connect before your event/activity. The Main Hall has a hearing loop.

## TV. Live Television broadcasting.

Warcop Parish Hall does not hold a Television licence; therefore, no live streaming of any live broadcasting is permitted at any time.

You must ensure that all persons attending your class/event are aware of this situation & it will be your responsibility to ensure that no person is live streaming any live broadcast, at any time whilst on the WPH premises.

## The Kitchen

The Kitchen has a range cooker, microwave, fridge, freezer and commercial high-speed dishwasher. Instructions for using these items are provided. Hirers may also use the cutlery (in the drawer) and crockery – cups, saucers, mugs, small jugs, sugar bowls, large plates and side plates, and the glass drinks tumblers however there are limited stocks in the cupboard so please ask if you require larger numbers. Glasses for serving alcohol (beer glasses, wine glasses, champagne flutes) are not provided and hirers will need to bring their own if required. Washing up liquid, cloths and tea-towels are provided, and the dishwasher has an automatic supply of detergent.

Please clean and dry all crockery and cutlery used after use and leave as found.

Please make sure the dishwasher has been emptied as per the instructions on the wall and clean crockery and utensils have been put away.

## Car Parking

The driveway leading to the Parish Hall must not be obstructed. The Parish Hall car park will accommodate about 35 cars if they are parked sensibly. Cars are parked at the owners’ own risk.

Any overflow cars may park on the road. Cars are not allowed on the Parish Hall grassed areas.

The Car Park Speed Limit is set at 5 mph.

The emergency Assembly Point is located at the South West end of the car park - no high vehicles are permitted to be parked in this corner, do not obstruct the signage.

## Payment

For one –off bookings: Payment may be made at the time of the event or within 14 days of receipt of the invoice.

For a multiple booking (6+ sessions): Payment is required within 14 days of receipt of the invoice.

For weddings, further information will be available for hire of the hall. A £200 deposit will be required at the time of booking.