

# Longparish Community Hall

## Information for Hall Users

Welcome to our hall. We hope you will have a successful and enjoyable time here. These notes are intended to help you understand how the hall works.

### ***Parking***

There are five hall spaces immediately outside the hall. If the school is not in session there are a further eight spaces in the staff parking area adjacent to the school field. You may also park on the gravelled area by the church. Please ensure that cars are parked end on to the fence and that the entrance to church meadow is not obstructed. Church meadow is usually available for larger events (weather and farming permitting) by special arrangement with Middleton Estate in return for a donation to church funds.

### ***Doors and Windows***

The sliding patio doors will be unlocked if you need access to the patio area. To use them, the handles must be pointing down to the floor.

The windows can be opened by turning the handles on the wall on either side of the patio doors. Please ensure all doors and windows are shut before you leave.

### ***Lights***

All the lights in the hall and one set in the Ellicock room can be dimmed by continuous pressure on the switches. In the hall the lights are arranged in rows running along its length and each row is operated separately. The switches are on the wall at the side of the main kitchen near the set of double doors set back in the alcove.

In the Ellicock room the light switches are on the far side of the room, to the right of the door.

The switch for the outside lights under the main entrance canopy is in the cupboard to the right of the kitchen door. Press the "1 hour boost" button on the panel facing you inside at eye level for the number of hours until the hall is due to be vacated and locked.

### ***Heating and hot water***

These are controlled from the boiler room and will have been set ready for your booking. The temperature of the hot water in the taps is set at the level required by Hampshire County Council to prevent possible scalding accidents.

### ***Kitchen***

Boiling water for hot drinks comes from the small white boiler mounted on the wall above the draining board. It takes about 10 minutes to heat up and provides continuous boiling water. Please switch off before you leave.

There are instruction manuals for the cooker and dishwasher in a red container in the single eye level cupboard above the dishwasher.

You are welcome to use the fridges and the freezer but please do not use any food or drink from them or anything from the playgroup cupboard.

There are 80 sets of white dinner plates, 8" and 6" plates, bowls and mugs and 80 glass tumblers and wine glasses together with knives, forks, spoons and teaspoons. You will also find two large teapots, 4 glass jugs and two large polycarbonate pitchers and a selection of serving implements in the kitchen cupboards. Tea towels, cleaning cloths and bin liners are provided.

If you wish to use the dishwasher you will find detergent tablets in the eye level cupboard above. The shortest programme for the dishwasher takes about half an hour. Please empty it before you leave.

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## ***Rubbish***

Please remove all your rubbish from the hall and kitchen. A maximum of two bin liners' full may be put in to the big blue bin outside the school (unless your booking is during the school holidays in which case please ask first as the bins are not emptied regularly then). Please remove all bottles. There are glass recycling bins outside the Cricketers' Pub further up the village.

## ***Cleaning***

Please clear up any obvious spills. The wooden floor is easily damaged by liquid soaking in. Please report any breakages, particularly glass, to the key holder.

## ***Smoking***

Smoking is not allowed indoors or outside on the grass or patio area.

## ***Emergency Contacts***

If you experience problems which need dealing with urgently while you are in this hall please try to contact the key holder who opened the hall for you in the first instance.

Otherwise please phone the Community Hall mobile on 07900 464670, Nick on 01264 720858 or 07799 643032 or Jonathan on 01264 720702

## ***On hearing the Fire Alarm or discovery of a fire***

- Raise the alarm by operating the nearest fire alarm call point
- All persons should vacate the building using the nearest available fire exit
- The principal hirer should ensure the Fire Brigade has been called using 999. Please also call one of the emergency contacts above.
- All persons should leave the building and assemble on the school playing field
- One person should be nominated to meet the Fire Brigade on arrival
- A roll call should be taken and persons accounted for

No persons should re-enter the building until safe to do so and permission is given by the fire officers

## ***Premises Licence***

**The following restrictions must be strictly adhered to. Any individuals or groups not complying may be refused future bookings.**

No footwear with studs or stilettos is permitted.

During events involving live or amplified music and speech (other than low level background music), all windows and doors must be kept closed. External doors must also be kept closed except where necessary for access and egress.

All empty bottles must be taken away for recycling together with rubbish created during the hire period.

Please be considerate to local residents by leaving the premises and the area quietly.

No amplified music or amplified speech should be audible at the boundary of the premises between 2300 and 0800 hours.