

Upham New Millennium Village Hall

Hirers' Notes and Guidance

Thank you for choosing our hall for your event. To help us and to benefit you, please take note of the following:

During the period of hiring

- Wipe up any spill immediately – there are cleaning materials in the kitchen
- Floors for indoor sports halls only need to be cleaned by dry mopping, vacuum-cleaning and, if necessary, damp mopping with a firmly wrung-out cleaning cloth or sponge mop – cleaning equipment is available in the cupboards. If this method of cleaning proves unsuccessful (excessive water is to be avoided as this will cause damage to the floor) then notify the Booking Agent and we will arrange for the Cleaner to undertake the work. Depending on the situation we may need to render a fee for this.
- Unless the stage is required, by agreement, please do not use it.
- Any items or equipment of regular hirers that are stored, by agreement, in rooms and cupboards, are to be left untouched
- Do not stick anything on the walls, whether with blu-tack, sellotape or other adhesives.
- The electrical fuses and main control switch are housed in the cupboard in the hall opposite the stage door. Cleaning equipment is housed there too.
- The main water stopcock is housed in the kitchen floor cupboard to the left of the roller shutter
- There is an energy saving device in operation with the hot water installation. Ensure the Booking Agent advises you how to operate this.
- There is a burglar alarm for the premises which is de-activated when the main entry door is unlocked. Do not attempt entry by any other method.
- There is a fire alarm installation for your safety. If this is activated then please vacate the building, closing all windows and doors and summon the emergency services.
- If you use the roller shutter in the kitchen please lower it on completion as it is a fire shutter
- If you use the oven, please wipe it clean after use.
- If you use the fridges, please remove your contents and wipe the fridges clean after use.
- Use only the ropes or chains when operating the curtains or blinds and return them to the positions as you found them

At the end of the period of hiring, please:

- Put all tables and chairs away after use in the cupboards in the hall. Stack them carefully and safely, as you found them.
- If the stage has been used it must be left tidy, with the staging equipment safely stacked.
- Take all party and catering rubbish away with you. There is a public amenity site off Mortimers Lane, Fair Oak. A fee will be deducted from your deposit if there is any rubbish left behind.
- Leave all rooms, including the toilets, clean and tidy. If any extra cleaning above the normal maintenance is required, a fee may be deducted from your deposit.
- Advise the Booking Agent if there is a need to replace consumable items, or any equipment or lighting was found to be faulty
- Leave on time, ensuring that all doors and windows are closed, the main entrance door is locked and the lights are turned off (the emergency lights will remain on).
- Please return the key to the key-safe.
- **Please lock the car park gate on departure if you are the last to leave the building**

If a problem occurs during a hiring please contact the Booking Agent on 07901 133199 or one of the Trustees on 01489 860327 or 01489 860173

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