

# STOCKBRIDGE TOWN HALL

## Brief Guidance for users

Welcome to Stockbridge Town Hall. We hope you enjoy using the Hall and its facilities. The Town Hall is a charity run by volunteers for the use of the community. Please use the Hall responsibly and leave it in the clean and tidy state in which you would wish to find it. Basic information about its use is set out below. Full Conditions of Hire are in a separate document.

### A Getting Started

1. Keys to the Hall are located in a code entry wall safe outside the front door. **The access code is shown on your booking confirmation email.** Please ensure the door is locked and return the key to the safe before you leave.
2. Instructions for operating lighting and kitchen equipment etc. are posted within the building.
3. All rooms have climate control which is set according to the time of year to heat or cool rooms as necessary. Notices in the rooms explain any ability for the user to vary the setting.
4. Fire procedures are displayed throughout the building and set out in full in *Conditions of Hire 25-29*.

### B Using the Building

1. There must always be a responsible adult in charge on the premises – see *Conditions of Hire 1*.
2. Please ensure that the entrance area and emergency escape routes are always unobstructed.
3. Please be considerate to other users of the Hall, especially in the use of the shared facilities.
4. Tables and chairs are kept in the outside store at the rear of the building. The key to the store is kept on a hook in the corridor by the back door. Large tables are stored on trollies for movement into and out of the building. Please return all tables and chairs used to the store after your booking and return the store key to the hook.
5. The kitchen is shared by all users and has a fridge/freezer, microwave, oven and hob and water boiling facilities.
6. The Hall is licensed for the sale of alcohol but please contact Kim Candler (01264 811776) if you wish to use this.
7. If you play copyright music on any device, you must have an appropriate licence to do so. Contact us for more information if you wish to play music audibly in a public area.
8. Brackets are provided on the front wall and west wall for the purpose of fixing posters/flyers. Signs or posters are not to be put on the glass windows at the front or side of the building.
9. Please do not fix anything to any internal walls e.g. No Blu-tack, sellotape, staples etc.
10. There is a free Wi-Fi facility for users and/or their customers (access code **983E8EFB55**).

### C Packing Up

1. Please leave all areas clean and tidy and allow enough time to clear away within your booked period. A vacuum cleaner is kept under the stairs for your use and other cleaning equipment and materials are available in the kitchen. We may charge you for any additional cleaning or maintenance that we need to do after your booking if you do not do this adequately.
2. Please stack chairs and fold and stack tables and return any borrowed furniture to its original room.
3. Please ensure all windows and internal doors are closed before leaving the building.
4. Please ensure Audio-Visual equipment in Hurford Hall is left on standby, but the master switch is turned off.
5. In the kitchen, please ensure that the oven and microwave are switched off at the wall, that the fridge is cleared and that the taps are turned off.
6. Please switch off all room lighting as well as the (red) main switch by the front entrance.
7. Please return the key to the outdoor safe after locking up at the end of your booking and close the cover.
8. You will be invoiced by email soon after your booking has taken place. Invoices must be paid within 14 days of their receipt. See *Conditions of Hire 15-21*

If you have any questions concerning the above, or would like to view the Hall prior to hiring it, please contact us by phone on **01264 513299** or by email [stockbridgetownhall@gmail.com](mailto:stockbridgetownhall@gmail.com). If you have noticed any damage or non-working of systems in the Hall, please report it by writing a note in the maintenance book in the kitchen or by email to the above address. Your feedback is appreciated; if we do not know that things have gone wrong, we cannot put them right.

