**WILLASTON MEMORIAL HALL INFORMATION SHEET**

**This Information Sheet should be read in conjunction with the Standard Conditions of Hire**

**Care of the Premises**

**We ask you to take care of Willaston Memorial Hall during your event. You must leave it undamaged and in a clean and tidy condition – please see the attached checklist of things to be done/checked at the end of your hire. We reserve the right to withhold all or some of the security deposit you have paid should we consider that the Hall has not been left in an appropriate condition.**

**The maximum numbers that the Hall can accommodate for various activities and the Hall’s opening hours are as stated in the Standard Conditions of Hire.**

**Sale of Alcohol**

If you wish to sell alcohol at your event, **you must seek permission from the trustees before applying to the Council for a Temporary Event Notice**. You will require a TEN even if you are employing a contractor with their own licence **to sell** alcohol. (Sale of alcohol is deemed to take place if an alcoholic drink is included in the price of admission.)

**Plan of the Hall**

The attached plan of the Hall (which is also displayed on the Hall’s noticeboard) shows the location of the various facilities, the fire emergency exits and equipment and the utilities’ controls. Please familiarise yourself with this plan before your event.

**Opening and Closing the Willaston Memorial Hall**

The Memorial Hall key operates the front door and will be available from the KeySafe located to the left of the building, just in front of the gate to the garden, unless otherwise advised. The code for the KeySafe will be given to you (by the Bookings Secretary) before the day of the hire. **If you have not received notification of the code for the KeySafe by five days before the hire, please contact the Bookings Secretary on 0151 328 0326.** Press ‘Clear’, enter the code and turn the black knob **clockwise** to open; reverse the procedure to close after use. After your hire period has finished, please ensure that you carry out the checks set out in the attached ‘Post-hire checklist’, lock all the doors and return the key to the KeySafe immediately. The key to the back door from the kitchen is in the top drawer of the unit to the left of the door.

Guests, outside caterers and contractors must not occupy the premises before the start time of the hire period and must vacate the premises before the end of the hire period. Failure to comply with this will result in forfeiture of any security deposit. Please telephone the Bookings Secretary on 0151 328 0326, in case of any difficulty.

**Fire Procedures**

Make it clear at the start of your function who is in charge and who would issue instructions relating to fire/evacuation procedures, should there be a fire. The Hall’s Fire Risk Assessment is available in the ‘Documents’ tab on the Hall’s website ([www.willastonmemorialhall.co.uk](http://www.willastonmemorialhall.co.uk/) ). The Fire Evacuation Procedure is displayed in on the Hall noticeboard.

In the event of the fire alarm sounding, the Hall must be evacuated in an orderly manner using the appropriate exits (shown on the attached plan of the Hall), and the Fire Brigade called by dialling 999. When calling the emergency services you must quote **CH64 2XR, Willaston Memorial Hall. Please do not waste time quoting other information unless requested by the operator.**  The person in charge of the event is responsible for ensuring that all persons at the event have evacuated the Hall, either by checking themselves or by designating a fire marshal to do so.

At the time of the emergency, occupants of the Hall must gather on the small green on the far side of Hadlow Road (by the Willaston Mill Stone) and wait to be accounted for by the person in charge of your event. **Do not wait on the Green in front of the Hall.**

In the event of a false alarm, the following actions should be taken:

* insert the key located on the top of the alarm panel (on a chain) into the keyslot on the alarm panel and turn to the left
* press the first button from the left on the panel to silence the alarm
* if the panel continues to beep to indicate a fault, please press the second button from the left on the panel to silence it.

Please note that the release of smoke will trigger the fire alarm. You must not, therefore, deliberately release smoke, e.g. as part of disco effects.

**Please inform the Bookings Secretary or Hall Secretary immediately in the event of the fire alarm going off,** ***for any reason*, so that they can arrange for the alarm to be reset**.

**Location and Use of Fire Equipment for Hirers**

The location of fire exits and fire extinguishers is shown on the attached plan of the Hall. The person in charge of your function must note fire exits and fire extinguishers before the Memorial Hall is occupied and the manner of opening fire doors must be made known to your guests.

**Telephone**

There is no public telephone at the Memorial Hall. You are advised to bring a fully charged mobile telephone for use in case of emergency.

**Car Parking**

There is limited parking on The Green and in the car park at the rear (reached via Hadlow Road and Buckley Lane with a pedestrian path through to the Hall). You must not allow cars to be parked in the lane to the righthand side of the Hall which provides access for residents of the houses in the lane, nor in such a way as to block access to that lane, nor in front of the Hall porch (which is a fire exit). Please ask your guests to leave quietly at the close of the event. Car doors banging and loud talk on The Green are disturbing to local residents.

**Heating**

Both the Main Hall and Committee Room each have separate heating systems and their own independent Hive control system.

Main Hall

The radiators are set to permit the maximum amount of hot water through the 8 radiators. **Please do not adjust them.**

On any hire requiring the Hall to be warm, the system will have been switched on in sufficient time for temperature in the Hall to have reached a suitable level by the start of the hire time. This will normally be 18 degrees (although it may be set at a lower temperature if the hire involves physical exercise) . If you require the temperature of the Hall to be higher than 18 degrees (or, indeed, lower), please advise the Bookings Secretary and we will try to accommodate your request. Please note that, in the event that the target temperature has not been reached by the start of your hire, adjusting the thermostat upwards will NOT cause the Hall to heat up any more quickly, but it will cause the temperature to eventually reach the higher temperature you select. Therefore, please only adjust the thermostat if you require the Hall to be at a temperature higher than 18 degrees.

If the temperature in the Hall is too warm for you, you can adjust this by turning the central button to the left to reduce the target temperature.

Committee Room

The two radiators are set to let the maximum amount of hot water through the radiators. **Please do not adjust them.**

On any hire requiring the Committee Room to be warm, the system will have been switched on in sufficient time for temperature in the Committee Room to have reached a suitable level by the start of the hire time. This will normally be 18 degrees. If you require the temperature of the Committee Room to be higher than 18 degrees (or, indeed, lower), please advise the Bookings Secretary and we will try to accommodate your request. Please note that, in the event that the target temperature has not been reached by the start of your hire, adjusting the thermostat upwards will NOT cause the Committee Room to heat up any more quickly, but it will cause the temperature to eventually reach the higher temperature you select. Therefore, please only adjust the thermostat if you require the Committee Room to be at a temperature higher than 18 degrees.

If your hire is of the whole premises, please advise the Bookings Secretary if you require the Committee Room as well as the Main Hall to be heated.

**Power circuits, water stop tap and gas turn-off**

The distribution (fuse) box for the kitchen, Committee Room, foyer and toilets is in the storeroom adjacent to the kitchen (opposite the Committee Room), high on the right; the distribution (fuse) box for the main hall and rear store rooms and the meter are in the cupboard behind the door in the rear store room.

The water stop tap is below the boiler in the rear store room. There is an outside tap controlled by a stop tap in this room near the window.

The emergency turn-off for the gas is in the **outside** cupboard at the left side of the building beyond the gate. In the event of an emergency immediately turn off all burners on the cooker and evacuate the building (see directions under **Fire Procedures** above) then call the Gas Emergency Services on 0800 111 999.

**Lights**

The top row of light switches in the main hall controls the big up-lighters and the second row controls the small up-lighters. The main hall and the committee room each have two sets of lights; it should not be necessary to use both levels of lighting at the same time.

**Kitchen**

The kitchen is fully eqipped with a gas range, microwave, fridge freezer, dishwasher and hot water urn. There is crockery and cutlery for 100 table settings.

**Use of Chairs and Tables**

Please note that care should be exercised when moving stacks of chairs and tables. **The Trustees cannot accept any liability for injury sustained when moving chairs and/or tables.** Please use the trolleys provided for moving chairs and tables; **TWO** people are required on each table trolley to avoid personal injury and damage to the floors and doors. Before attempting to move tables on a table trolley you should ensure that they are correctly stacked and secured with the black straps.

16 large tables and six smaller tables are stored in table trolleys in the store room at the back of the main hall. There are also eight small table in the Committee Room which may be moved into the Main Hall if required **and if you have hired the whole premises. After use, tables must be replaced in the correct direction on storage trolleys and secured with the straps provided.**

19 chairs are stored on a trolley in the porch/vestibule area (one more chair is fixed to the trolley to ensure that the chairs are stacked in the correct alignment). 57 more chairs are stored on three trolleys in the small storeroom to the left of the kitchen. Please move the chairs to where you need them on the trolleys on which they are stacked and return them on the same way to their storage area. Please do not drag chairs over the hall floor. Please ensure that you stack the chairs in the way indicated on each trolley and only move the trolley by pushing or pulling the end where the backs of the chairs are.

39 folding chairs are stored in the small storeroom next to the accessible toilet. If these chairs are used, they should be returned to the same place after use.

The 25 blue padded chairs are for use in the Committee Room.

**Piano and Stool**

The piano is kept at the bottom end of the Hall, in the left hand corner. The piano stool is kept in the rear storeroom.

**You may only use or move the piano (which is not owned by the Hall itself, but by one of our regular hirers) with the specific prior permission of the Bookings Secretary. The piano is locked, but you will be told where the key is located if you are given permission to use the piano.**

Extreme care must be exercised if it is necessary (with permission) to move the piano. Please observe the following:

* A minimum of **TWO** people must assist when moving the piano.
* Be careful not to damage the pipework covers at skirting board level because the casters at the back of the piano protrude significantly. **The piano must be returned to its normal position (in the bottom left hand corner at the far end of the Hall) at the end of the hire period, ensuring that the cover is properly in place**.
* **The piano must NOT be moved into the old porch area as this would block one of the fire exits from the Hall**.

**Please do not allow children to touch or play with the piano (unless they are trained to play such instruments).**

**Ladders**

Two ladders are stored in the small storeroom adjacent to the Committee Room. Extreme care must be taken if these ladders are used. Please follow the instructions on the ladders and, in particular, ensure that the legs and step of the small ladder has snapped into place before use. The Trustees accept no liability in relation to the use of the ladders.

**First Aid & Accident Report Book**

The standard first aid, burns gel and dressings box and the accident report book are all kept in the kitchen by the refrigerator (the accident report book is inside the first aid box). Blue plasters and finger covers which must be used by anyone involved with food at the Hall are in the smaller, dark blue first aid box. Any accidents which occur must be recorded in the accident report book and reported to the Hall Secretary ([doreen.francey@btinternet.com](mailto:doreen.francey@btinternet.com)) or one of the trustees.

**Wi-Fi**

The Hall’s wi-fi system is BTBF9FMSG. The password can be found on top of the box on the wall opposite the kitchen hatch. The box contains the instruction booklets telling you what to do if you experience any difficulties with the wi-fi. The box is locked, but the key is located on a hook in the upper cupboard immediately on the left of the door into the kitchen. Individuals are responsible for protecting computers, laptops, tablet devices and mobile telephones against viruses, scams, spyware, phishing attacks and other internet threats.

**Public Address Sound System**

Controls for the system are located in the rear store room. Turn on **at the power socket beneath the system** and the system will activate within a minute. The microphones (two hand-held and one lapel) are in the safe underneath the sound system, the passcode for which can be obtained from the Bookings Secretary. (One of the hand-held microphones is switched on via a switch on the side of the handle; the other via a button on the base of the handle.) We endeavour to ensure that the batteries in the microphones are working, butrecommend that you bring spares (AA) in case they are not.

**Do not touch any buttons on the system itself** as it is already set up for optimal sound quality and volume. **Please turn off the power socket after you have finished using the sound system.**

**Playing music on the sound system**

The Hall is equipped to enable you to play your own music through the Hall’s sound system. First, turn on the mains power switch under the sound system in the rear store room. At the bottom end of the Hall just to the right of the door to the store rooms and fire exit there are two boxes. Plug the mini jack connected to the right hand box into whatever device you have brought. Alternatively, you can connect via wi-fi. You may need to adjust the master volume knobs just above the connectors (right hand box, if you have plugged in your device; left hand box if you are connecting wirelessly.) **Please turn off the power socket after you have finished using the sound system.**

**Hearing Loops**

The hearing loop switch for the main hall is close to the fire alarm control box by the front door. For the committee room it is by the room light switch. The hearing loops only work in conjunction with the sound system and both the sound system and the loops need to be turned on for the loops to work. You should remind users of hearing aids to set their equipment to the appropriate “T” setting.

**TV Licence/Film Licence**

The Memorial Hall does **not** have a TV licence and therefore no live TV programmes (on any channel) may be legally viewed or recorded on the premises by television set, computer, laptop or any other device and no programme may be viewed or downloaded from BBC iPlayer. The Hall does not have a licence to show copyrighted films. **Should you wish to show a film you must ensure that you obtain the appropriate permission.**

**Projector Screen**

There is projector screen at the bottom end of the Hall, but there is no projector at the Hall, so you will need to bring your own.

**Music Licence**

The Hall has a licence from PRS/PPL allowing the playing and performance of music in the Hall.

**Garden**

The use of the garden at the rear and side of the Hall is at your own risk, particularly as some of the plants bear berries which may or may not be poisonous. The Trustees do not accept any liability in relation to the use of the garden.

**Consideration for Others**

Unless you have requested the use of the whole premises when making your booking, we may hire out the other room to another user. If this is the case, please be prepared to share the kitchen facilities and show consideration to the other hirer.

Please do not use drawing pins, sticky tape or blue/white-tac on the walls or other painted surfaces. If you need to display any notices then you must provide your own frames or other support for them and remove them at the end of your booking. Decorations can be hung from either the beams or the picture rail. **The uplighters must be kept clear of all flammable materials.** Care should be taken with the use of helium balloons – escaped balloons are very difficult to recover and may result in a delay of repayment of the security deposit.

Please leave the Memorial Hall clean and tidy and **only** leave waste in the bins outside the kitchen door or take it home. Please do not leave boxes or bags of waste outside the back door. Please ensure that any soiled nappies are disposed of in the yellow bin marked ‘Clinical waste’, outside the back door of the Hall, ***not*** in the sanitary bins in the toilets. A vacuum cleaner and brushes are located in the cupboard by the door to the women’s toilets. In particular, we ask you to ensure that the floor of the Hall is brushed clean of debris and dirt and that table tops are wiped clean before being stacked in the trolleys. Please ensure that all lights are turned off at the end of the hire period and particularly in the three toilet areas, kitchen, storage rooms, access corridors and cloakroom. **A post-hire checklist to help you to leave the Hall in an acceptable condition is attached.**

**Queries/difficulties**

If you have any queries about your hire, please contact the Bookings Secretary, John Fisher, on 0151 328 0326. If you experience any difficulties on the day of your hire and are unable to contact the Bookings Secretary, please contact Phil Maltas on 07988 891979

**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 Memorial Hall. Please send any such comments or observations to [bookings.memorialhall@gmail.com](mailto:bookings.memorialhall@gmail.com).

**Post-Hire Checklist**

**1. When you checked the building were:**

* + **All the doors locked?**
  + **All the lights switched off (toilets included)?**
  + **All taps in the kitchen and toilets turned off?**

**2. Are the hall, committee room, kitchen and *all* toilets clean and tidy with no litter or rubbish left in the building?**

**3. Has any crockery and cutlery used been washed and stored properly?**

**4. Have you removed any food or drink which you stored in the fridge in the kitchen?**

**5. Have all the tables and chairs in the main hall been returned to their correct storage and properly and safely stacked?**

**6. Have the tables in the committee room been left in their proper positions and the chairs placed at the tables and neatly stacked against the walls?**

**7. Has the rubbish been put into the recycling bins and/or wheelie bins? Soiled nappies must be disposed of in the yellow bin, marked ‘Clinical waste’ outside the back door of the Hall, not in the sanitary bins in the toilets. No bags or boxes of rubbish should be left outside the back door.**

**8. Are all the lights still in one piece?**

**9. Have you switched off the sound system (if used)?**

**10. Is there damage to the pipes protection in the main hall?**

**11. Is there any damage to the piano? Is it where you found it, in the bottom left hand corner of the Hall?**

**12. Is the shutter between the kitchen and main hall closed?**

**13. Are the ground level windows closed?**

**14. Have you removed all property or equipment which belongs to you (other than any property or equipment which you have permission to store at the Hall). This includes any decorations you may have put up.**

**15. Is there any sign of damage in the garden or excessive wood chips outside the beds?**

**Please report any problems to the Bookings Secretary, John Fisher, on 0151 328 0326**

**PLEASE NOTE THAT FAILURE TO LEAVE THE HALL AS YOU FOUND IT MAY RESULT IN YOUR SECURITY DEPOSIT BEING WITHHELD.**

