SUPPLEMENTARY INFORMATION FOR HALL HIRE

A. **PROBLEMS**. If you have a problem during your hiring, then please contact the weekly on call member of the management Committee. Details are displayed in the Lobby of the Main Hall.

B. **STORAGE.** Storage space is very limited in our halls. There is no storage available for hirer's equipment, unless specifically agreed by the Hall Management Committee. Hirers cannot store food or equipment anywhere in the kitchen.

C. **KITCHEN** The kitchen can only be used for cooking etc if it has been hired for that specific usage and the appropriate fee has been paid. A water heater and crockery are available for all to use for making teas and coffees.

D. FOOD SAFETY COURSES. Completion of the Level 1 Food Safety Course is the minimum required for anyone using the kitchen other than for making teas and coffees. This is to ensure that Food Safety standards are maintained for the benefit of subsequent users.

E. ACCIDENT REPORTING. The Parish Office must be informed of all accidents and near misses. The Accident Forms are available in the display rack in the entrance lobby.
A serious accident/incident must be reported immediately to the Parish on-call telephone number listed in the Hall lobby notice display system.

F. EXTERNAL ADVERTISING BOARDS. All advertising (A4 or smaller only) has to be agreed through the Parish Office. Notices need to be laminated as there is no cover on the external noticeboard. Anything that has not been approved will be removed from our noticeboards or elsewhere around our site.

G. INTERNAL DECORATIONS, POSTERS ETC. All our rooms are **Blue Tac and Sellotape free zones**. Internal posters are not to be affixed to the walls.

H. REFUSE & CLEANING. Please ensure that you leave our Hall as you found it. All recycling must be removed by the hirer at the end of use**.** We have no facility to deal with recycling . Please **let the office know immediately about any issues, breakages or damages.**