

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 the central heating, kitchen equipment etc. are posted within the building.
3. Each room downstairs has one push button to heat all radiators in the room for a period of two hours (red light = on and green light= off). Please leave on all wall socket switches by the radiators. Hurford Hall has climate control for heating / cooling as needed. This is operated using the timer button by the room entrance.
4. Fire procedures are displayed throughout the building and set out in detail 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) for details if you wish to make use of this.
7. If you play copyright music on any device you must have a PPL/PRS Music Licence to do so
8. Please do not drape posters and flyers across the outside of the hall – see *Conditions of Hire 30-33*
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 because of your booking.
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 everyone has left the building.
4. Please switch off all room lighting as well as the (red) main switch by the front entrance.
5. Please return the key to the outdoor safe after locking up at the end of your booking and close the cover.
6. You may be invoiced in advance for your first booking otherwise it will be sent 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. 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.

