

CROSS MEMORIAL HALL - CONDITIONS OF HIRE

If you are hiring the Hall you must NOT

- Use the Hall for any purpose other than stated to the Hall Committee
- Use the Hall for any illegal purpose
- Bring any illegal substance into the Hall
- Allow any animals (except guide dogs) or birds into the Hall
- Allow guide dogs into the kitchen
- Allow smoking in the Hall
- Allow the use of candles or any device involving the use of a naked flame.
- Allow more than **50 persons seated or 60 persons standing** in the Hall
- Sell alcohol without a licence
- Tamper with the heating controls

It is your responsibility to

- Check and comply with any legal requirements or local authority regulations which may apply to your group's event (such as copyright, licensing, gaming, children's activities, Fair Trading, statutory reporting of accidents etc.)
- Ensure everyone is aware of all fire regulations now in effect. (Note: There is a plan on the Hall notice board showing fire exits and utility main switches.)
- Familiarise yourself with the locations of **fire extinguishers** and emergency escape routes.
- Ensure that any electrical and other equipment brought into the Hall is safe, in good working order and used in a safe manner.
- Ensure that Food Hygiene regulations are met with at all stages of food preparation.
- Take away any food waste.**
- Insure against third party claims arising from your event.

Please

- Leave the Hall, including the toilets, in a **clean & tidy** state.
- Clear away litter, and wash and dry all crockery.
- If **TABLE CLOTHS** are used, please wash and return to the Booking secretary. Used **TEA TOWELS** should also be washed or alternatively placed in the bag attached to the emergency door. **DO NOT LEAVE OUT TO DRY.**
- Show consideration for local residents & park tidily. **Be careful of noise at all times.** (The Hall Management Committee may refuse the hire of the Hall for a potential noisy event on a Sunday or at an unsocial time.)
- Do not store any items or goods in the Hall without prior permission of the Committee.
- Advise the Booking Secretary of any breakages or damage to the Hall occurring during your event. You may be asked to pay.
- Advise the Booking Secretary of any items used out of the First Aid box and enter details of any accident in the accident book (box and book located in the kitchen).
- Use the time delay switches for the outside lights when vacating the Hall after dark.
- If you open any windows please ensure they are all closed and locked before leaving. (Window keys are hanging on board in kitchen)

Use of wall mounted screen

- The screen should be pulled down gently until the black frame is of equal length top and bottom. To retract the screen - fully extend to its maximum length. It should then retract if released. If you have problems please leave extended.

On leaving please check that you have switched off all the lights and kitchen appliances and that heating controls have not been altered. Please lock the Hall securely when leaving the Hall.

Remember to return the key to the Booking Secretary at the time agreed.