

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 given overleaf.

A Getting Started

1. Keys to the Hall are kept at the **Grosvenor Hotel**. Please ask at reception, sign for them and return on completion.
2. Instructions for operating the central heating, kitchen equipment etc. are posted within the building.
3. Each room has one push button to supplement the background heat from all radiators in the room for a period of two hours (red light = on and green light= off). Please leave on all radiator wall socket switches.
4. Fire procedures are displayed throughout the building and set out in detail in *Conditions of Hire 21-26*.

B Using the Building

1. There must be a responsible adult in charge on the premises at all times – see *Conditions of Hire 1*
2. Please ensure that the entrance area and emergency escape routes are unobstructed at all times.
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. It has crockery, cutlery and equipment for preparing drinks and serving light refreshments. You may need to provide your own equipment for more adventurous meals.
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. Please do not drape posters and flyers across the outside of the hall – see *Conditions of Hire 27-30*.
8. Please do not fix anything to any internal walls e.g. No Blu-tack, sellotape, staples etc.
9. There is a free Wi-Fi facility for users and/or their customers (access code **983E8EFB55**). We have a monthly data allowance so please use this facility sensibly.

C Packing Up

1. Please leave all areas clean and tidy and allow sufficient time to clear away within your booked period. We may charge you for any additional cleaning or maintenance that we need to do as a result 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 all windows are locked closed and everyone has left the building.
4. Please switch off all lighting by using the red main switch by the front entrance.
5. Please return the key to the Grosvenor Hotel after locking up at the end of your booking
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 12-17*

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 admin@stockbridgetownhall.co.uk. 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.

