**FACILITIES AND USEFUL INFORMATION ABOUT THE PARISH HALL**

**SAFETY AND FIRE.**

The Parish Hall has a No Smoking Policy. In the event of a fire, the Parish Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. The exact location of the fire exits and fire extinguishers must be noted before the Parish Hall is occupied and the manner of opening Fire Doors should be made known to your guests. **The Parish Hall has no telephone and as such hirers are advised to bring a fully charged mobile telephone for use in case of emergency.** In the event of a fire the Marshalls should direct all users to the railings by ‘The Wells’.

Please see the Parish Hall Fire Risk Assessment and Action Plan by clicking here

**KITCHEN EQUIPMENT includes** –

* A large cooker with hob and oven, saucepans and kettle
* Large warmer unit
* Fridge
* Crockery and cutlery for 100 persons
* Microwave
* 2 sinks – one for washing up and one for handwashing
* Instant hot water from wall mounted boiler – please note there is NO electric kettle.

**CHAIRS AND TABLES –**

There are 20 tables and 140. Please re-stack chairs and put tables away at the end of hire.

**ACCIDENTS AND FIRST AID.**

The Parish Hall’s accident record book is kept in the Kitchen and should be filled out in the event of an accident in the hall. A first aid box is located in the kitchen. **If any near miss or accident should occur then this should be bought to the attention of the Booking Clerk at the earliest opportunity.**

**HEATING, LIGHTING AND POWER.**

The heating controls are located in the main hall. Please do not adjust individual radiators/heaters as this will result in the hall being too cold or hot for subsequent users. If you have booked during the winter, spring or autumn, the heating will be programmed to come on and go off when appropriate.

There are various power sockets located around the hall and small hall.

**CAR PARKING AND ACCESS.**

There is not dedicated car parking for the Parish Hall, however there is on road parking available. There is a disabled parking space directly outside the entrance to the Hall. Additional free parking available in the car parks accessed via Childe Road, Cleobury Mortimer. There is wheelchair access to the hall via a ramp which leads directly into the hall.

**POSTERS AND DECORATIONS**.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters. Please remove all decorations at the end of hire period.

**FAULTS/DAMAGE/COMMENTS.**

Please report any faults or damage to the booking clerk 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 Parish Hall so that improvements can be made for the benefit of future users.

**CHECK LIST.**

Before leaving the Hall please check that you have completed everything mentioned on the check list provided by the front door. Please leave the Parish Hall clean and tidy, and take waste home.

**CONSIDERATION FOR LOCAL RESIDENTS.**

Please ask your guests to leave quietly at the close of your event.