

CONDITIONS FOR THE USE OF PENNARD PARISH HALL

Prior to the hire period

- Applications to use the hall shall be made to the Booking Secretary by telephone or email to pennardparishhall@gmail.com
- At least 48 hours' notice must be given for cancellations, otherwise the hire charges will stand.
- If the hirer intends to sell alcohol, s/he must obtain the appropriate licence and show it to the Secretary.
- There will be no subletting by users without express permission of the committee.
- Electrical devices bought into the hall for use must meet appropriate safety standards.
- The responsible person must acquaint themselves with the fire notices.
- The hirer should advise the attendees of the limited availability of parking.

During the hire period

- Any group using the hall must have a RESPONSIBLE ADULT in attendance at all times during the letting. This person will be responsible for ensuring that fire regulations are complied with, including ensuring that the exits are left clear. (Fire regulations are on display).
- Users of the hall will be responsible for any damage caused during the period of letting.
- Hard ball games are not permitted.
- There will be no more than 100 people (including organisers, band members etc) present.
- Before each hire the responsible person must carry out a visual safety check of the area to be used.
- The group should be mindful of the Hall's neighbours in regard especially to noise pollution.

After the hire period

- The RESPONSIBLE PERSON for each group using the hall will ensure that the hall is left in a clean (including table tops) and tidy condition before leaving. At the end of the hire period, all tables and chairs must be returned to the correct place. Chairs must NOT be stacked more than 3 high.
- They are responsible for switching off all lights, checking that the windows are closed and the door locked. FOR LARGER EVENTS ALL RUBBISH (ESPECIALLY FOOD WASTE) MUST BE TAKEN AWAY FROM THE HALL AND ITS GROUNDS.
- There will be an additional charge if these points are not complied with.
- Accidents/incidents must be reported to the Secretary with 24 hours by the responsible adult. This may be done by email to pennardparishhall@gmail.com.
- The hirer must ensure that keys are returned at the end of the hire period.

Neudd y Plwyf PENNARD Parish Hall **Registered Charity 500137**

Introduction to the facilities available

There are two halls and a committee room each available for hire. The main hall hire is based on an hourly rate with a minimum of two hours' hire. The kitchen is available to all users. Heating and lighting is inclusive in the charges. Bookings are made with the Booking Secretary on 01792 233607, who provides access to occasional users. The access to the building is door A (see Sketch).

Toilets for ladies, gents and disabled are situated at the end of the corridor.

Fire Doors (B, C & E) are in both halls and at the end of the corridor as well as the normal doors to the building.

Main Hall and Stage Stage access is from the corridor before entering the kitchen. The stage lighting and winding gear is on the wall at the front of the stage. Storage of tables and extra chairs is in Room 4. The centre door (3) is the cloakroom. For public entrance the main door in the foyer (2) has to be unlocked. Please ensure it is locked afterwards. There is a pull down screen at the front of the stage. and overhead projector.

Small Hall is normally locked so a key will be provided, if necessary, when you pick up the entrance key. A pull down screen is available together with overhead projector. A serving hatch and a door on the left wall near the window give access to the kitchen.

Committee Room (1) has tables with chairs for a small group of approximately 12 people. A key is needed.

The Kitchen Regular users have locked cupboards in the kitchen. There is access to normal food heating equipment (hob, oven and microwave). There is a wall heater for water for drinks. Cutlery, crockery and glasses are in the drawers under the hatch near the corridor.

Heating There is a central heating system in operation as follows.

The Parish Hall is divided into 3 zones:

- Main Hall area
- Small Hall
- Everything else

There are thermostats in each zone. The fact that the heating is on is shown by the facts that the thermostats are blue.

If you need heat and the thermostat is not on you can temporarily bypass the system by going into the kitchen and looking at the left hand side of the boiler in the corner. Select the appropriate time clock (they are marked on each one) and press advance. This will turn the heating back on.

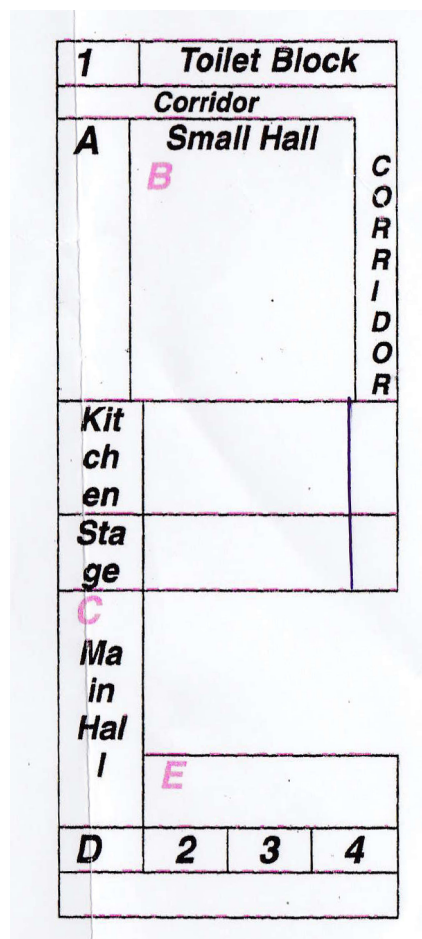
The kitchen hot water is also on a time clock but please note it does take a short while to run hot.

General Information If the electricity fails it will probably be a safety cut out. Check the board of switches in the cupboard near the entrance to the small hall. All the switches should be in the same direction except the one that cut out. Reset it in line with the others.

Before leaving the Hall Please sweep the floor of the main hall if used (brushes are in the kitchen). Also please ensure that lighting is switched off and any tables taken from the store are returned. Chairs should not be stacked more than three high. Please take your waste bags home.

Occasional Users Please return your keys to the Booking Secretary immediately. You will be required to pay in advance for your hire.

Thank you for using the Parish Hall. We hope you enjoyed your visit and we look forward to welcoming you again.



Sketch Not to Scale

A = Access Door B, C, E Fire Exits D Public Entrance