

## **Williams Hall – Stoke St Gregory**

### **INFORMATION FOR HALL USERS**

#### **Opening /Closing Arrangements**

The Hall will be opened /closed for you at the time(s) agreed when your booking is confirmed

#### **Hall operating hours**

All functions must cease at midnight and the hall cleared of people by 00.30am.  
Full details of our Premises Licence are shown on a separate notice on this notice board.

#### **Noise**

To conform to our Premises Licence conditions all doors and windows must be kept closed after 11pm to reduce noise levels outside.

When leaving the premises late at night please consider our neighbours and leave quietly.

#### **At the end of your use of the hall you MUST:**

- Return all furniture or equipment to the place of store in a tidy and safe manner.
- Leave the premises and equipment clean and tidy for the next user.
- Close all windows
- SWITCH OFF HEATERS
- Take all rubbish away with you including food waste

#### **Water and Electricity Controls**

**Water** The stop cock is located under the small stainless steel wash hand basin in the main kitchen.

**Electricity** The fuse box is located in the main hall, store 3, adjacent to the kitchen.  
The main hall light switches are located inside the main hall door (on right) next to the kitchen hatch.  
The light switches for the foyer are located on the wall between the 2 sets of main doors in the foyer.

**Heating** The main heating switch is located in the foyer above the foyer lighting switch. NB. 3 red lights show at the top of the switch when the heating is on.

**First Aid Box and Accident Book** are located in the kitchen.

#### **Equipment and furniture**

- No equipment or furniture is to be removed from the hall.
- No equipment or furniture is to be used for any purpose other than that for which it was intended.

## **Damage**

All damage must be reported to the booking secretary immediately at the end of the hire in the interests of safety of the next users.

## **Fire Precautions**

- **There is no telephone in the hall. Hirers must ensure that they have an operational mobile phone by which they can contact the emergency services.**
- **The post code for satnav use is TA3 6HA**
- **The OS grid reference of the Hall is ST 348 274**
- No smoking is permitted in any part of the hall.
- Use of fireworks is not allowed anywhere within the Hall and Hall Grounds
- Any electrical equipment brought into the hall must be in good working order and have been checked by a competent person.
- Under 18's are not permitted to be in the hall unless in the presence of a responsible adult.
- All rubbish and refuse must be removed by hirers on vacating the hall after an event.
- Barbecues must have prior explicit permission and must not be positioned within 5 metres of the building.
- Use of any naked flame (eg candles) must have prior explicit permission, and then only in solid non-flammable containers.
- No soft furnishings or decorations are permitted near the heaters and light fittings.
- Regular and occasional hirers must ensure that everyone in the hall is aware of the location of the emergency exits, fire extinguishers and procedures to be followed in an emergency. An "announcement" suitable for use at the outset of an event or meeting is at the end of this notice.
- All doors and windows are to be kept in the closed position unless otherwise required for ventilation or access.
- No furniture or other obstacle is to be positioned so as to obstruct any doorway.

## **Emergency/Fire Evacuation**

The following procedure is to be followed by the persons responsible for an event on discovering a fire that cannot be brought under control using the fire fighting equipment in the hall.

- Alert everyone within earshot
- Operate the nearest fire call point
- Evacuate the building using all main and emergency exits.
- Do not stop to collect personal belongings.
- If safety permits close all windows before evacuating a room
- If safety permits check that there is no one in the toilets

- If safety permits the last person out of a room must close the door
- Call the Fire Brigade. The address of the hall is:

Dark Lane, Stoke St Gregory TA3 6HA

The Ordnance Survey reference is ST 348274

- Report to the Assembly Point – the footpath area at the entrance to the hall grounds in Dark Lane.

### **Fire Precautions Announcement**

In the event of a fire the building is to be evacuated as quickly as possible. Do not delay to collect personal belongings

Leave by the nearest exit or emergency exit (indicate).

All are clearly marked (indicate)

All exit doors are fitted with quick release lever locks. These open by simply pressing down on the lever.

Once outside the building proceed to the assembly point which is the pavement area at the hall entrance on Dark Lane.

### **License arrangements**

No sale of alcohol is to take place on the premises without consulting the booking secretary about the necessary arrangements.

### **Smoking**

**NO SMOKING IS PERMITTED ANYWHERE WITHIN THE BUILDING.**

### **Insurance**

It is the responsibility of the hirer to arrange their own insurance.

It is your responsibility to read the statutory notices on the notice board.

### **Additional notes for Workmen & Contractors:**

- All employees and sub-contractors are to be briefed on their fire risk responsibilities and requirements.
- Flammable materials are not to be stored in the hall overnight unless positively agreed by the caretaker or other hall key-holder.
- All rubbish and refuse must be removed at the end of each working day.

### **Additional notes for regular user groups:**

It is suggested that the “Fire Precautions Announcement” be read at regular intervals during the year, and that elementary fire evacuation drills be carried out as they deem necessary.