

Stourton Memorial Hall

Finished Hire Checklist for:-

Hirer:-

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At the end of you hire please go through this list ticking the boxes that apply to your hire. **If an item does not apply, i.e. you did not use the tables, put a cross by that item.** When finished please return this to Julia Ledbury with the key.

1. MAIN HALL

- Tables wiped clean
- Tables returned to store in allocated location
- Chairs returned to store in allocated location
- Room cleared of rubbish
- Double doors secured
- All lights switched off
- All windows closed
- Projector screen rewound
- String/Ties cleared from attachment rings
- Picture rail hooks removed and returned to the bag
- Double Doors securely bolted at bottom & top

2. KITCHEN *if kitchen not used tick here* *and go to 3*

- Outside (Courtyard) door locked
- All surfaces cleared and wiped clean
- Refrigerator and Freezer cleared and wiped clean
- Leave fridge freezer turned on
- Floor swept – *it is not required to mop clean*
- If floor wet mop up water
- Dishwasher emptied of water and wiped down
- Dishwasher filter plates cleaned
- All crockery washed and stacked in original locations
- Sinks wiped clean
- All lights switched off

3. GENERAL

- All rubbish removed from premises and Stourhead
- All doors will be locked and windows closed

Signed

Stourton Memorial Hall

Guide to equipment use

1. Lighting

All of the lights for the main part of the Hall are controlled by a bank of 6 switches/dimmers in the Lobby. Push the button to turn on or off and rotate to vary the brightness.

2. Tables and Chairs

Stored in what was the small kitchen, now the Store Room. Please do not drag them across the floor. There is a notice in the Store Room showing how they are to be put away.

3. Fixing Decorations etc

Picture Rail hooks are provided for hanging pictures, drapes, cables etc from the picture rail. These are in a bag on the kitchen windowsill.

There are eyes along either side of the black beams and along the outer walls.

No other fixing is allowed including tape, pins and Bluetack.

4. Double Fire Doors

These must be kept clear at all time. There is a knack of closing them – With the right door fully closed ensure the safety bar on the left door is pushed fully back and up so that the bolt is down. Grasp the bar somewhere near the middle and pull the door closed with a little force. When the door is fully in place pull down the safety bar to push the bolts home.

5. Notice Boards

There are 2 A3 sized and an A1 size portable double sided “A” frame available in the store. The larger one to be used outside the double doors the others at the entrances to the Courtyard. There is a small notice board that can be hung on the double doors (shows to the outside when the door is held open) and a larger board that can be hung from the picture rail.

Please return to the store after your event with any of your posters removed.

6. Dish Washer

There are instructions in the kitchen. Most problems arise from allowing insufficient time for the water to warm up.

7. Fire Place Flame Effect

This is plugged into the socket immediately adjacent to the right of the fireplace. Under no circumstances attempt to re-arrange the logs. The silk “flames” may be gently raised if they are not flickering correctly.

8. Projector Screen & Projector

Prior arrangement must be made with the Booking Clerk to use the projector. The screen is available F.O.C. to all Hall users. There is a hooked pole in the store cupboard to pull the screen down. When extended hold in place for 3 seconds. To return simply pull down

and release.