

Information Sheet to be Given to all Hirers of the Coronation Hall, Kingsland, Leominster

(December 2010)

Opening and closing the Hall

The Hall keys will be available from Markham's Garage or contact Lisa on 01568 708002 and must be returned as soon as possible after the event. Please ensure that any outside caterers, contractors and bar staff are aware of the hire period. Please telephone Richard 01568 709262 in case of difficulty.

Safety

The Hall has a No Smoking Policy.

In the event of a fire, the Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. The exact location of fire exits, fire extinguishers and lights must be noted before the Hall is occupied and the manner of opening Fire Doors should be made known to your guests. ***(A plan showing these is shown on the following page).***

A basic first aid box is located in the kitchen cupboard by the fire exit. Accident report forms and the Hall risk assessments can be found in the red folder in the kitchen.

Power circuits/heating/lighting

The heating controls are located in the left hand store room by the stage in a metal box on the left hand side wall labelled Heating Timer. Inside the box, the numbers above the blue control knob indicate hours. Turn as appropriate and heating blowers will be activated. Do not adjust individual radiators/heaters or boiler.

The light switches are marked on the plan of the Hall

Telephone

The Hall has no telephone and so you are advised to bring a fully charged mobile telephone for use in case of emergency.

Cleaning/Tidying

Please observe the conditions of hire. Cleaning cloths are located in the appropriate areas. Brooms in cupboard in disabled toilet, mops in male toilet, dustpan etc under sink in kitchen.

Other

A large car park is available at the front of the hall. Drainage is into a septic tank. Guests should adhere to notices in toilets and use the facilities accordingly. 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.

Faults/ damage/ comments

Please report any faults or damage to the Hall Secretary as soon as possible so that they can be rectified quickly. The Hall Management Committee welcomes any comments or observations you may have about your hire of the Hall.

Sale or Supply of Alcohol

The Hall has a Premises Licence. Subject to the prior approval of the Hall Management Committee this permits the sale or supply of alcohol during the hours 12 noon to 12 midnight without the need for a Temporary Event Notice. If you wish to provide alcohol at your function whether by sale, by inclusion in your ticket price or free of charge application must first be made to the Hall Committee using the separate form available for that purpose. The Bar may be provided by an outside Licensee who holds his own licence to sell or supply alcohol and who will then be fully responsible for the running of the Bar.

Alternatively you may nominate another person to run your Bar who can be authorised to do so by the Hall's Designated Premises Supervisor. The person so authorised will then be responsible for ensuring that the Bar is run in accordance with the Licensing Acts and the conditions of the Premises Licence. He or she may have help from others but will retain overall responsibility. The Designated Premises Supervisor may attend the function to ensure that the Bar is being correctly run. The Hall Committee recommend the use of an outside Licensee for any major function.

Once you have decided how you wish to run your Bar, you and the person you nominate to run the Bar should complete and submit the application form for permission to sell or supply alcohol in duplicate following the explanatory notes on the form. Approval is not granted and alcohol cannot be served unless

and until the form has been received, countersigned and returned. You should therefore submit your application in plenty of time. The Hall Committee and the Designated Premises Supervisor reserve the right to ask for additional information over and above that contained in the application and to refuse an application without giving a reason.

CORONATION HALL (not to scale)

- HC heating control
- FP fire point
- FE fire extinguisher
- FB fire blanket
- LS light switches
- LS1 toilets, lobby and outside light
- LS2 first two fluorescent lights in main hall
- LS3 lights labelled, main hall stage etc

