



COGGESHALL VILLAGE HALL

IMPORTANT INFORMATION FOR HIRERS

1. Please use Main Exits only.
2. Please put out and put away any furniture required.
3. If music is being played, please ensure that all the windows are closed.
4. Please leave the hall clean and tidy and take any food rubbish away with you. General waste should be bagged and left in the kitchen for disposal.
5. Glass bottles should be placed in the re-cycling bins in the car park (between 7am and 7 pm ONLY).
6. Please make sure front door is closed at all times.
7. Please do not allow children to swing on the handrails or allow them to walk or stand on the ledges or play on the ramp (wheelchair access only) or play on the steps.
8. Any accidents or damage must be reported to the Hall Manager.
9. Please do not park cars in the area in front of the Hall as this is a right of way. Additionally do not park in front of the fire escapes or the defibrillator.
10. **FIRE DOORS MUST NOT BE PROPPED OPEN AT ANY TIME**
11. **Fire escapes are only to be used in an emergency.**
12. **Please note that some of the fire escapes are alarmed.**
13. **FIRE EXITS MUST NOT BE BLOCKED OR OBSTRUCTED AT ANY TIME.**
14. **Due to the fire alarm system, indoor fireworks, candles and dry ice should not be used in the hall. A CALL OUT CHARGE OF £20 WILL BE APPLIED IN THE EVENT OF THE FIRE ALARM BEING SET OFF**
15. **Hirers should leave the hall in the condition in which it was found. Cleaning materials can be found in the cupboard oppsite the entrance to the main hall and in the kitchen. A minimum charge of £20 will be requested for additional cleaning if the hall has not been left in an acceptable condition.**

IF YOU ARE LOCKING UP

16. Ensure heating thermostat is turned down to 15 (10 in summer).
17. Ensure all lights are switched off.
18. Ensure all doors and windows are locked.
19. Please check that secondary doors are bolted top and bottom.
20. Please check that all sink taps are not left running

PLEASE NOTE POSITION OF ALL FIRE EXITS AND FIRE EXTINGUISHERS DETAILED ON REVERSE

