

HIRERS' INFORMATION SHEET



SAFETY

In the event of a fire, the premises should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the nearest telephone (in the High Street outside the Vale of the White Horse Club), Fire Exits and Fire Extinguishers must be noted before the premises are occupied and the positioning and manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown overleaf).

TELEPHONE

A list of contact numbers is pinned on the Main Hall notice board in the foyer. These are intended for emergency use only.

CAR PARKING

The road leading to the Town Hall is a main road and must not be obstructed. The Town Hall car park will accommodate a good number of cars if they are parked sensibly. Any over flow should be diverted up Waylands and parked sensibly along the side of the road. Please bear in mind that this is a residential area. Cars are not allowed on the grass either side of Waylands.

HALL ENTERTAINMENT ALLOWANCE

The current Public Entertainment Licence permits licensable activities between the hours of 08:00hrs to 02:00hrs (following morning) from Monday through to Friday, 08:00hrs to 23:59hrs on a Saturday and 14:00hrs to 23:59hrs on Sunday. The Hirer is responsible for ensuring that the licensing conditions are complied with. These are pinned up on the Notice Board.

CONSIDERATION FOR OTHERS

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please leave the Hall clean and tidy. In particular we ask you to:

- a) Ensure that the tabletops are wiped clean before being stacked in the storeroom cupboard.
- b) Position the cushioned chairs individually around the main hall and, only where necessary in stacks no greater than 2 chairs high.
- c) Return plastic chairs to the storeroom, keeping them clear of the emergency exits.
- d) Carry out a visual inspection of the premises prior to departure to check for any fire risks.

Any comment or observation that you have regarding your hire should be addressed to the Secretary of the Town Hall Committee.

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