

# **Llangunllo Community Hall**

## **Guide for hirers and event organisers**

*The Llangunllo Community Hall is a community facility, intended to be of benefit to as many people as possible. To make sure it's kept in good condition and can be used safely by all, there have to be a few rules. Fortunately, we've been able to keep them to a minimum because past experience has shown that most problems can be dealt with with a good dose of common sense. What follows is a mixture of guidance and rules which must be complied with by hall users and hirers.*

*Please read and respect them.*

### **General Health and Safety rules**

- Smoking & Vaping is illegal inside the buildings – please use the smoking area and bins provided
- Read the fire safety notices and note the location of all fire exits
- Don't block the fire exits – inside OR outside the building - at any time
- If you bring electrical equipment into the building, make sure it's in good condition and i used properly with any cables and wires not left where people may trip over them or where they may get damaged
- Clean up spills as quickly as possible. There is cleaning equipment in the kitchen.
- In the event of a minor accident to a person, a first aid box can be found in the kitchen
- In the event of damage to the property please inform one of the officers listed below as soon as is practicable.
- If you need to call the emergency services, the address is:
- Llangunllo Community Hall, Llangunllo, Powys, LD7 1SW

### **Please Note:**

- The maximum number of people permitted in the Hall is 100
- Events should be finished by 01:00 Monday to Friday, 23:45 Saturday and 23:00 Sunday
- As the hirer you need to know what to do in the event of a fire, as you are responsible for people attending your event. You must familiarise yourself with the location of fire exits and fire extinguishers, ensure those with limited mobility can safely exit the building and record who is at your event to provide a list to the Fire Chief if required.

### **During the event**

- At the start of the event, you should draw people's attention to the fire exits and the fact that smoking is not allowed anywhere in the premises

- You should ensure that furniture and fittings are properly looked after and any damages are reported to the Booking Secretary as soon as possible
- Respect our neighbours by keeping the noise levels down to the minimum, both inside the building and outside, especially when leaving the event if it is late.
- If you wish to serve alcohol at your event you must obtain the relevant licenses beforehand, and the license must be sent to the Booking Secretary
- If you wish to use the audio-visual equipment please advise the Booking Secretary at the time of booking. There will be a charge for the use of the equipment.

### ***After the event***

- If you have used/moved tables and chairs around, please put them back where you found them.
- Please wash and dry all crockery and glasses and put them back where they came from. Any damages must be reported and will need to be paid for.
- If you use any tablecloths or tea towels and they are left dirty, there will be a small fee charged for cleaning
- Take your rubbish away with you as we do not have waste collections. You will be charged for any rubbish left behind.
- Ensure that all heaters and lights are turned off when you exit the building
- Keys should be placed in the key safe by the front entrance – if they are not, you will be charged for replacements
- There is a checklist located by the front entrance – please ensure you read it on your way out. The management committee reserve the right to charge fees for any subsequent cleaning or other costs that may be incurred by the hirer's not fulfilling their obligations.

### **CONTACTS**

<b>Name</b>	<b>Position</b>	<b>Telephone</b>	<b>Email</b>
Debbie Jones	Chair		
Karen Edgar	Secretary		
Lynn Clark	Treasurer		
Caroline Breeze	Co Secretary		