

ST THOMAS' CHURCH HALL HENBURY

BOOKING SECRETARY

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Below are the rules and regulations when hiring the hall.

1. A risk assessment should be completed. A template can be provided on request.
2. You must familiarise yourselves with the fire exits which are shown by green illuminated signs
3. The heating is controlled by a time clock and should not under any circumstances be altered except as described in the heating information sheet. The heater must not be switched off
4. Do not sit on the heaters
5. Our normal practise is to keep windows closed so the residents of Henbury are not disturbed. However, due to COVID we are encouraging hirers to open the window to allow for better air circulation.
6. The entrance doors are to remain unlocked during the hire of the hall in case of emergency.
7. The tables and chairs should not be used for standing on. If tables and chairs are used, they must be re-stacked after use in the store.
8. All breakages must be paid for or replaced and reported to the booking secretary.
9. Before leaving, please ensure that the floors are swept and pay particular attention to the toilets and kitchen. Brushes etc can be found in the long cupboard in the committee room and in the boiler room.
10. Before leaving it is suggested that the hirer of the hall inspects the premises to ensure they are left clean and tidy.
11. On leaving, please ensure everything is turned off such as taps both kitchen and toilets, cooking appliances and lights including outside lights.

There is WIFI available should you require it.

We thank you for your co-operation of the above.

Please leave the premises as you would wish to find them. Should it not be left in a satisfactory condition, a cleaning charge will be implemented.

Any complaints should be made to the booking secretary who will also be glad to receive any suggestion for improvement.

Many thanks