

# **PITSTONE MEMORIAL HALL INFORMATION SHEET**

## **Address**

Vicarage Road, Pitstone, Beds, LU7 9EY

## **Opening and closing the Village Hall**

The Village Hall keys are available from the key safes outside the Main door of the Hall and after locking up must be returned immediately.

Music is to finish by midnight at the latest.

## **Safety**

The Village Hall has a No Smoking Policy.

In the event of a fire, the Village Hall 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, fire exits and fire extinguishers must be noted before the Village Hall is occupied and the manner of opening Fire Doors should be made known to your guests. A plan is displayed on the notice board.

## **Storage of chairs and tables**

Chairs and tables are to be left as found at the beginning of the hire period. If a cleaner has been requested and paid for please leave tables and chairs for the cleaner to stack.

The Village Hall's health and safety file is kept with the First Aid Box in the kitchen.

A First Aid box is located in the kitchen adjacent to the Main Hall and in the corridor leading to the Millennium Room/Meeting Room.

## **Heating**

The operating switch for the Main Hall heating is located in the kitchen. The Millennium and Meeting Room heating switches are located by the inner doors. To operate the heating: (1) Press the centre button repeatedly until the required duration is displayed. (2) Check the thermostat on the individual room radiators are at the desired temperature. (3) The heating will automatically switch off at the end of the pre-set duration.

## **Hall Telephone**

The Village Hall telephone is located outside the Memorial Bar. This is for emergency use only – telephone number 01296 661271.

January 2018

## **Car Parking**

The Village Hall has parking for approximately 50 vehicles. Cars are not allowed on the grassed playing field.

## **Consideration for Others**

Please ask your guests to leave quietly at the close of your event to avoid disturbing local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces – use blu-tack if you need to put up notices etc. Do not fix decorations near light fittings or heaters.

Please leave the Village Hall clean and tidy and leave waste in the bins outside. We ask you to ensure that table tops and kitchen surfaces are wiped clean and all washing up is done and put away.

If you have requested and paid for cleaning services these only include the stacking of tables and chairs and the cleaning of all floors.

## **Faults/damage/comments**

Please report any existing faults or damage to the Booking Clerk prior to the start of your event so that they can be rectified quickly. If any damage occurs during your event (e.g. crockery breakages) please report to the Booking Clerk after the end of the Hire Period. The Village Hall management committee welcomes comments or observations that you may have about your hire of the Village Hall.

## **Equipment Available / Not Included (please note)**

Please note that tea towels, black bin bags, dishcloths etc. are not provided by the Village Hall – please bring your own.

Kitchen equipment provided: Kettle, fridge, cooker, microwave, crockery and cutlery.

Not provided: sharp knives (e.g. cake knives), baking trays or oven gloves.

If you have any queries please contact the Booking Clerk prior to your event.

Table sizes available: 2ft 6" x 6ft rectangular tables are available for any function room. As an alternative, the Memorial Hall can offer 10 x 5" round tables for use in the Main Hall only.

Main Hall	20 tables	100 chairs
Millennium Room	14 tables	60 chairs
Meeting Room	4 tables	60 chairs

## **Room sizes**

The Main Hall is 8.7m wide x 16.5m long, 4m high, plus has a raised stage measuring 8.7m wide x 4.1m deep

The Millennium Room measures 7m wide x 13.2m long

The Meeting Room measures 7m wide x 7.2m long

### **Approximate Room Capacities**

Please speak to the Booking Clerk for more detailed information, but to give an indication the approximate room capacities are:

Main Hall – laid out with casual tables and chairs – capacity of 100 people

Millennium Room – laid out with casual tables and chairs – capacity of 60 people

Meeting Room – laid out with casual tables and chairs – capacity of 33 people

### **Prohibitions**

No ball games in any part of the hall. No bouncy castles in the Millennium Room.

### **General Requirements**

- Use Blue Tack to put up decorations (not sticky tape)
- Place all rubbish in black sacks (not supplied) and then deposit all sacks into refuse wheelie bin in car park
- Sweep and mop before you leave to ensure no loss of deposit
- At the end of your hire period, please complete and return the attached sheet with the keys

**PITSTONE MEMORIAL HALL  
END OF HIRE CHECK LIST**

- All tables and chairs are returned to their original positions
  
- Toilets are flushed and no taps left running
  
- All lights are turned off (including the toilet areas)
  
- All kitchen appliances are turned off
  
- All windows are closed
  
- Fridge is empty (bins are located in the car park) and all washing up has been done and put away
  
- Sweeping/mopping up has been done (if cleaner has not be paid for)
  
- Main Hall – cleaning equipment in cupboard in foyer  
Millennium area – cleaning equipment in wooden cupboard in kitchen
  
- All doors and fire doors are secure
  
- All items which have been brought onto the premises by the Hirer (including decorations etc) have been removed

PLEASE RETURN THE KEYS TO THE KEY SAFE