



**INFORMATION FOR HIRERS**

FORM 3 (LEIGHAM HALL—EDN 2)

**Duration:** All normal hirings should finish at 10 pm and the premises vacated by 10.30 pm at the latest unless special consent has been granted.



**Deposit:** A deposit of £30 must be paid before the hiring date against any damage, breakages or misuse of the building. The deposit will be returned by post on satisfactory completion of the hire, normally within fourteen days.

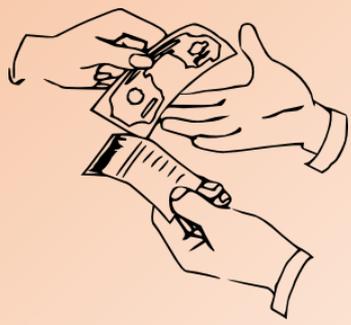
**Fees:** The hiring fee, together with the £30 deposit is to be paid with submission of the booking form, by the date stated.



**Bookings:** Provisional bookings must be confirmed to the Operations Manager & Administrator or Hall Secretary by the date shown on the booking form by the prospective hirer receiving the that document; otherwise the hall may be re-let.

**Regular Hirers:** All regular hiring should be paid for monthly in advance.

**Church Activities:** Church activities have priority over all other bookings. Regular hirers may be requested to postpone or curtail a particular booking. The PCC reserves the right to refuse or cancel a booking.

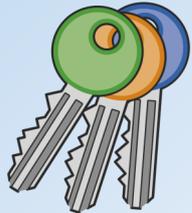


**Changes:** The PCC of the Parish of Eggbuckland with Estover has the right to add or alter the above conditions to individual hirers. Any changes will be notified when booking the Hall.



**Keys:** Nearer the time of hire, please contact Olwen Grindell on 01752 316661 to arrange for the collection of keys from 98, Delamere Road, Eggbuckland, Plymouth PL6 5XF

**Safety:** In the event of a fire, the 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 fire exits and fire extinguishers must be noted before hall is occupied and the manner of opening Fire Doors should be made known to your guests. **(PLEASE SEE DIAGRAM OVERLEAF)**



**Accessible Entry:** Through the main doors but initially through the gate and then kitchen at the right side of the building.

**Car Parking:** We have a small car park adjacent to the hall. Additional car parking can be found in the public car park in front of the hall..

**Heating :**The Boiler for the central heating is located in the boiler room beneath the premises therefore not accessible to halls users. Please contact the Hall Secretary if there are any concerns regarding heating.



**Cleaning:** Dustpan, brushes and mops are kept in the kitchen and you will be given access to this at time of use. We particularly ask that you wipe down tables before putting them away.



**Waste :**All waste must be disposed of in hygienic manner e.g. all food stuff must be wrapped before depositing in waste bins either within the premises or outside. Please take your black sacks home.

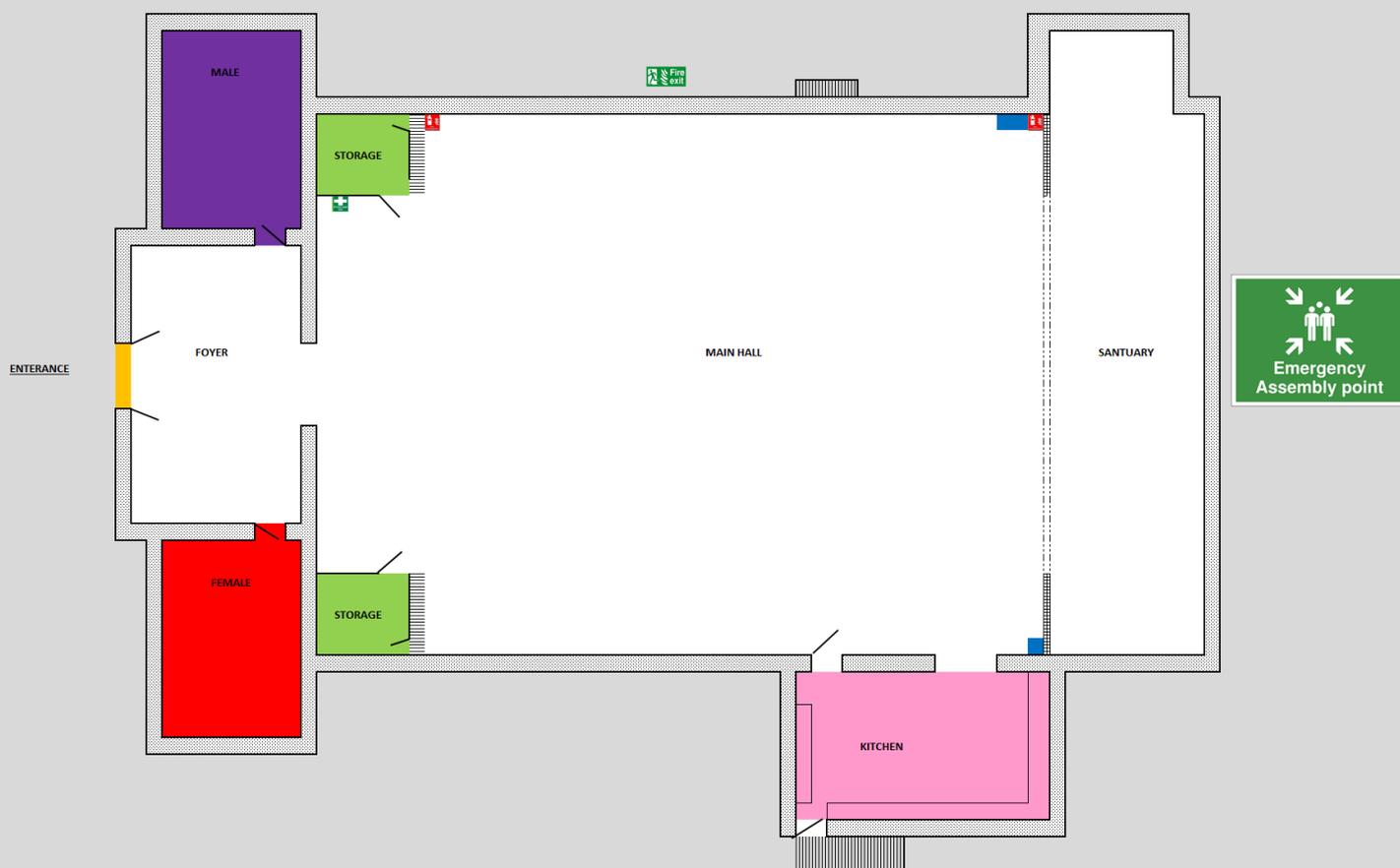
### Putting up Banners and decorations:

Please refrain from using adhesive tape on floors or walls. Only use blu tac to fix notices to the wall.



**Any comment or observation that you may have regarding your hire should be addressed to the Fabric & Maintenance Team of the Parish of Eggbuckland with Estover , C/O Eggbuckland Vicarage, 100 Church Hill Eggbuckland, PL6 5RD**  
**We hope you have a happy and successful function**

## FIRE ESCAPE PLAN



POSITION : CHURCH HALL  
SECRETARY  
NAME: OLWEN GRINDELL  
EMAIL: olwen.grindell@googlemail.com  
TEL: 01752 316661  
Address:  
98 Delamere Road,  
Eggbuckland  
Plymouth  
PL6 5XF



### CURRENT HIRE CHARGES:

Hirers—  
£12 per hour

Regular Hirers—  
£11 per hour

POSITION : OPERATIONS MANAGER  
& ADMINISTRATOR  
NAME: JULIAN PAYNE  
EMAIL: julian.payne1@btinternet.com  
TEL: 01752 344632  
Address:  
Louieville,  
9 Unicorn Close,  
Plympton, Plymouth  
PL7 4QD

