



INFORMATION FOR HIRERS

FORM 3 (CHURCH HALL—EDN 4)

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., or earlier if paid by BACs our preferred method of payment

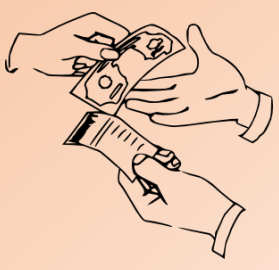
Fees: The hiring fee, together with the £30 deposit is to be paid with submission of the booking form, by the date stated. BACs is our preferred method of payment



Bookings: Provisional bookings must be confirmed to the Operations Manager & Administrator 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.

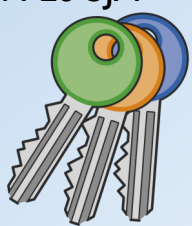
Church Activities: Church activities have priority over all other bookings. Regular hirers may be requested to postpone or curtail a particular booking. The PCC reserves the right to refuse or cancel a booking. Please also be aware that anyone attending a function in the church or grounds is permitted to use the toilet facilities in the Hall during the course of your hire.



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 Mr Peter Anderson on 01752 707377 to arrange for the collection of keys from 1 Crown Gardens, Crownhill, Plymouth PL6 5JA

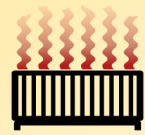
Safety: In the event of a fire, the hall should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade called by dialling 999. The exact location of the fire exits and fire extinguishers must be noted before hall is occupied and the manner of opening Fire Doors should be made known to your guests. **(PLEASE SEE DIAGRAM OVERLEAF)**



Accessible Entry: Disability access is available through the automatic front door or ramp access via a ramp in the upper carpark though a ramp.

Car Parking: We have a small car park adjacent to the upper hall and a small car park adjacent to the lower hall, both with ramp access to the building. Additional car parking can be found in adjacent streets however, be aware of residents access to driveways.

Heating : The Boiler for the central heating is located downstairs and therefore not accessible to halls users upstairs. Please contact the Operations Manager if there are any concerns regarding heating.



Cleaning: Dustpan, brushes and mops are kept in a cupboard I the Upper Hall. 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.

Windows: The windows can be opened using the pole (hung next to the dividing door between to the two doors). If you open a window please ensure that it is closed when you leave. The Blinds must not be handled by children. Please do not attach anything to the blinds or the pulley ropes



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. Stiletto heels are not to be worn on the wooden floor, please.



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

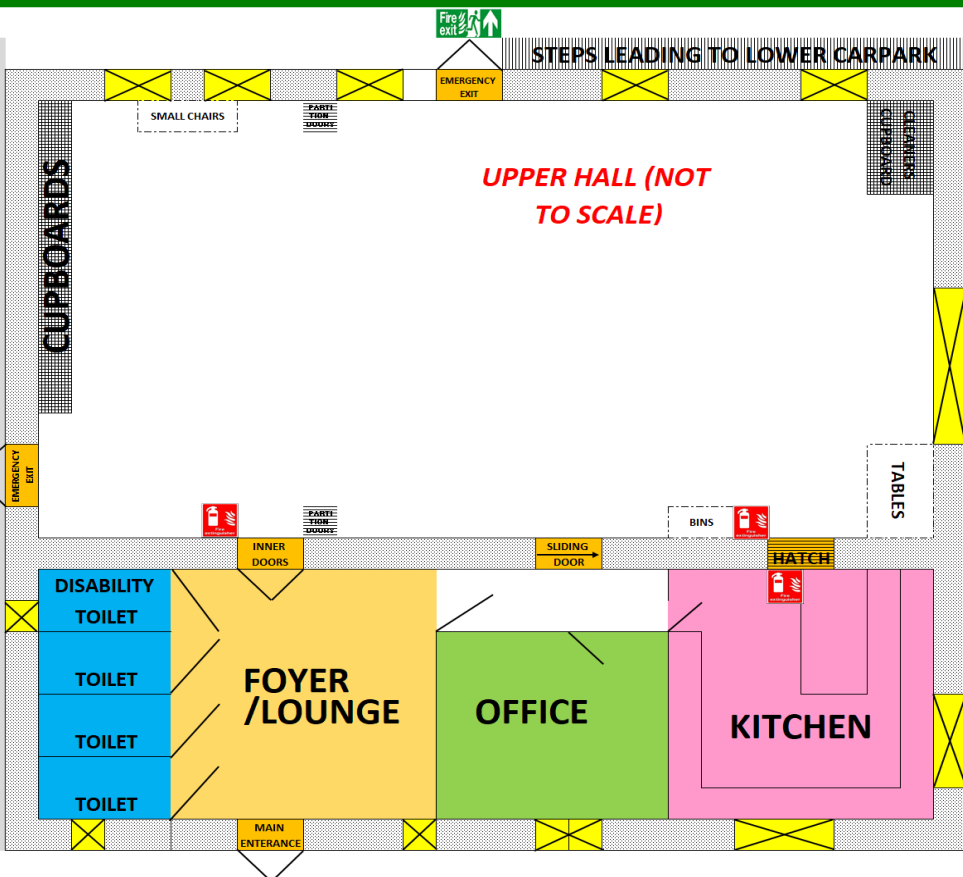
FIRE ESCAPE PLAN

FIRE ACTION NOTICE

ON DISCOVERY OR SUSPICION OF FIRE

- Evacuate
- Proceed to the assembly point

UPPER CAR PARK



PLEASE DO NOT ALLOW REMOVE OR SWITCH ANY EXTENDER PLUGS IN THE UPPER HALL AS THESE CONTROL THE HEATING SYSTEM.

THE 13 AMP SOCKET, PART OF THE EXTENDER CAN BE USED !

CURRENT HIRE CHARGES:

Upper Hall:

£12.50 per hour.

Kitchen:

£5.50 per hour.

(Including the use of all crockery and utensils)

POSITION : OPERATIONS MANAGER & ADMINISTRATOR

NAME: JULIAN PAYNE

EMAIL: julian.payne1@btinternet.com

TEL: 01752 344632

Address:

Louieville,

9 Unicorn Close,

Plympton, Plymouth

PL7 4QD

