

Glenmoriston Millennium Hall



HIRERS INFORMATION

1. Keys

If you are given a key it must be returned to the Booking Secretary at the end of your Hire. Master keys open the outside door, the Meeting Room, Electrical Cupboard, Kitchen and both Store Rooms. You may be given a key that opens the outside door only and this will be advised when you are given the key.

2. Contact Numbers

Booking Secretary Cherry Duncan 01320 351230
Caretaker Errol Levings 01320 351254

3. Safety

In the event of a fire the Hall must be evacuated in an orderly manner and the Fire Service called by dialling 999. There is no telephone inside the Hall. There is a public telephone at the entrance to the car park. Evacuation procedures are shown in notices at various locations in the hall.

The location of Alarm Points, Fire Exits and Extinguishers are shown on the plan overleaf and must be noted before the Hall is occupied and the working of the Fire Exit doors made known to guests.

There are two First Aid boxes in the Hall, one in the Kitchen and one in the Entrance Lobby.

Access to Fire Exits must be left clear at all times. A "corridor" not less than 1.2m (4 feet) must be left. Yellow floor markings near the Fire Exit in the Main Hall will assist.

Care should be taken to ensure that small children are supervised.

4. Hall Rules

Smoking is not permitted anywhere within the Hall.

Appropriate footwear must be worn (no stiletto heels or studded boots)

Alcohol may not be consumed without agreement of the Management Committee. An Occasional License is required before alcohol may be sold.

The number of people present in the hall must be regulated to ensure overcrowding does not represent an unreasonable risk to safety or comfort, taking into account use and layout of tables, chairs and stage and must not in any case exceed 200.

5. Tables and Chairs

Folding chairs and tables are kept in the East Storeroom. Please note that there are 24 folding chairs with padded seats that should be stored on the rack marked for padded chairs and not mixed on the other racks. The East Storeroom is also used for bowls equipment and it is helpful if everything is put away as shown in the plan overleaf.

A supply of seat pads for the folding chairs is kept in the West Storeroom.

6. Cleaning after Hire

Both Ladies and Gents public toilets must be cleaned after a Function. There is a RED bucket and mop in the West Storeroom for use on the Toilet floors. The BLUE bucket is for use in the Kitchen only. Cleaning materials are kept under the sink in the Kitchen.

The "V" sweeper is kept in the West Storeroom and the vacuum cleaner is kept in the Electrical Cupboard. Wheelie bins are located outside the Meeting Room Fire Exit door.

7. Heating

The heating controls in the Main Hall and Meeting Room are preset before a Hire. Please do not adjust the thermostatic valves on the radiators

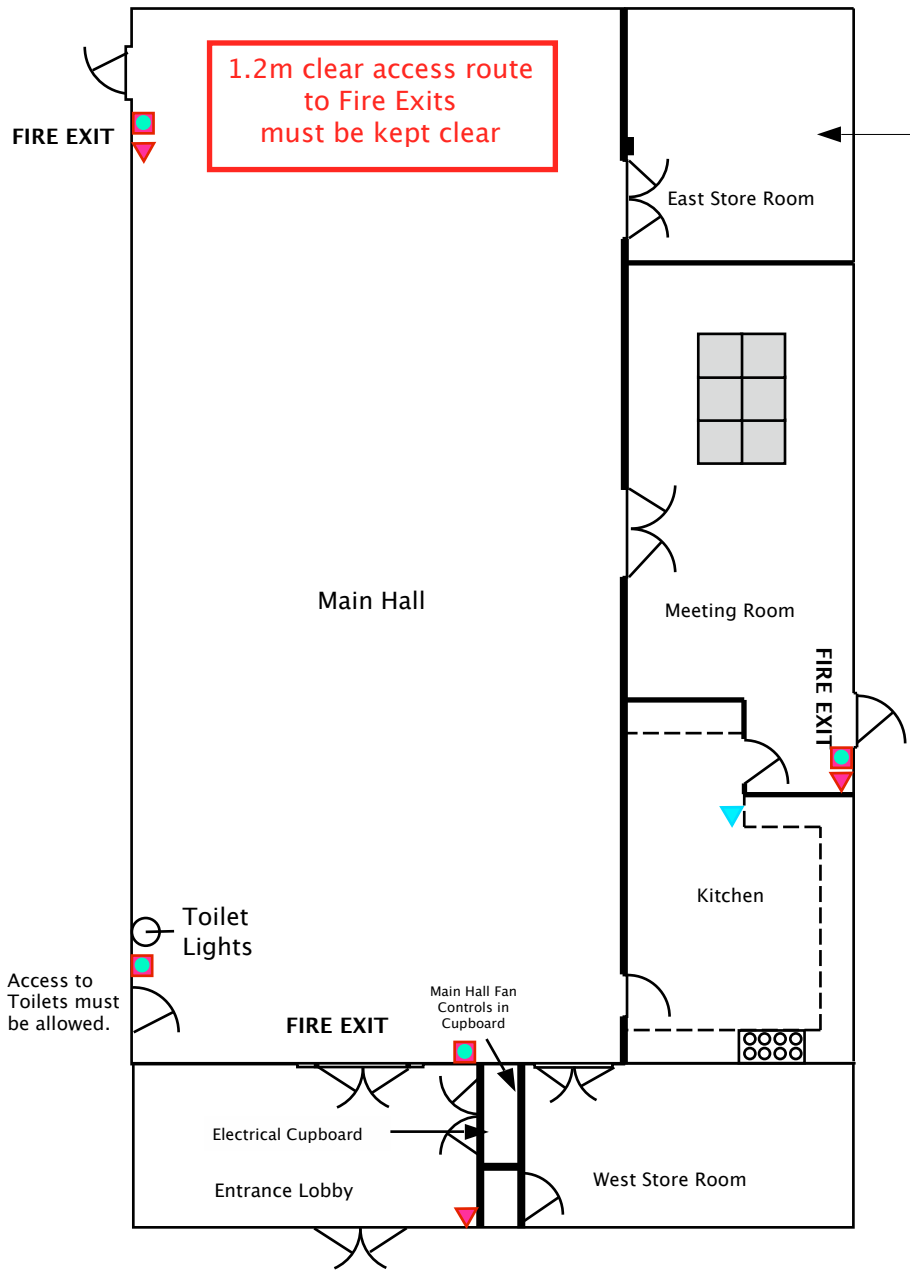
8. Exit Checklist

At the end of the hire period please make sure that all equipment you have used has been returned to its correct location, **any faults or breakages reported and that the Hall is left in a clean condition.**

Please complete the Exit Checklist given to you at the start of the hire, as appropriate and return it to the Booking Secretary with the keys.

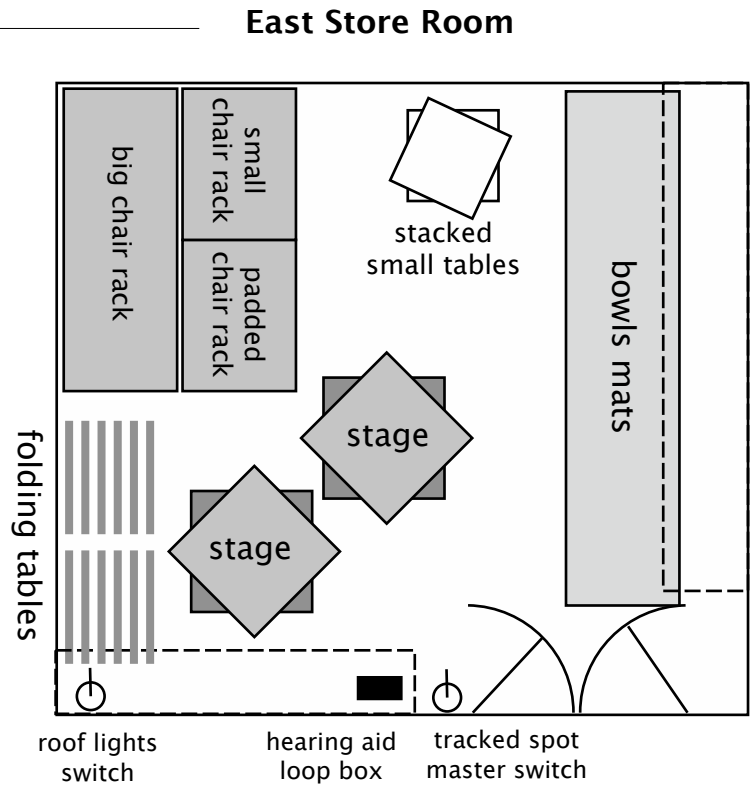
9. Accident Reporting

Accidents must be reported using an Accident Report Form. These are kept in the holder in the Kitchen adjacent to the hatch. Return completed forms to the Booking Secretary.



fire alarm point ■ CO2 filled extinguisher ▼
■ WATER filled extinguisher ▼

bins
 ○ ○



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