

# Information for Users and Hirers of The Tremayne Hall

## GENERAL

- Please leave the building, both inside and outside, and its contents tidy and in good order.
- ON NO ACCOUNT stick items to the walls or paintwork with tape or any sticky tack.
- Food preparation in the kitchen requires adherence to food safety regs and deep clean
- Tea, coffee and refreshments may be served in the Pope Room using crockery, cutlery and glasses etc from the kitchen, providing this is set up by the hirer beforehand, to minimise disruption to concurrent events in the main hall. Users should avoid accessing the kitchen while another event is taking place in the main hall. A Trolley is available in the Green Room behind the stage. All kitchen users to bring own tea towels as these are not provided.
- No stiletto heels in the main hall.
- **The Health and Safety policy and procedures, plus the fire safety routine, are available on the website. Please read these and the other policy or safety documents carefully.**

## TECHNOLOGY

- Information relating to the use of stage lighting, amplification and cinema screen is available on the website. Wi-fi is available in all rooms – password on noticeboard. See Internet Policy.

## ACCESS

- If the hall is locked, keys can be obtained from Mylor Stores
- **NO VEHICLES OVER 3M HIGH EXCEPT WITH PRIOR APPROVAL**

## AFTER USE Hirers are requested to please:

- TAKE ALL refuse home. DO NOT leave food anywhere in the kitchen, cupboards or the fridge.
- Leave no articles on the premises. Lost property may be disposed of if unclaimed in 2 weeks.
- Return furniture to where it was found. Use trolleys provided to move chairs, stack them safely
- Check that all lights and appliances are off, **all windows and doors, internal & external, are closed** and the heating system is turned down to 10 or off.
- Leave quietly after evening bookings and show consideration to neighbours.
- The last hirer to leave the hall is asked to close all gates. Daytime users should consult the booking sheet in the lobby to confirm that someone/no one is in after them and ensure they or the next hirer takes responsibility for the key.

## RETURNING THE KEY

- Please drop into Mylor Stores if still open.
- If Mylor Stores is not open post the keys through the blue hall door letter box just inside the gates. (Ensure small gate padlock is left open so that you can leave safely and snap shut on your way out).

## PARKING

- Free parking is available in the Leats public car park (opposite hall) or on Mill Quay in Trevellan Road.
- **NO PARKING** in Lemon Arms Car Park or on the forecourt in front of the Hall gates and Old School House. Participants must be made aware of this condition in publicity/advertising for the event.
- Limited unloading/loading and Disabled Badge Parking available on site.

## CAPACITY **N.B. the Hall only has approx. 100 chairs**

	Main Hall	Pope Room	Green Room	Reading Room
Seated	150	30	25	12
Standing	200 no chairs	50	40	n/a

Capacity depends on chair use. Minimum 2 unobstructed passageways to fire exits are ESSENTIAL

**CHARGES** per morning, afternoon or evening session - see the Tremayne Hall Website, or request details from the Booking Officer. **Cancellation fees of 50% of rate, may be charged if less than one week's notice is given by the hirer.**

There are several categories of charge depending on the nature of the event proposed. Rates and categories are agreed by the Tremayne Hall Management Committee (THMC) each year and are likely to increase each January. The THMC understands that the hall is a registered charity and a community facility, but running costs to have to be covered.