

Information

GENERAL

- Please leave the building, both inside and outside, and its contents tidy and in good order.
- Tea towels are not provided – hirers should bring as many as necessary for their needs.
- 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
- No stiletto heels in main hall.
- The Management Committee hopes you enjoy using the hall and would be pleased if you could pass any comments or suggestions for improvements to the Booking Officer.

TECHNOLOGY

- Enquiries relating to the use of high-tech facilities in the Centre (such as overhead projection, computers, broadband, stage lighting, amplification and cinema screen) should be directed to the Booking Officer. Wi-fi is available in all rooms – password on noticeboard.

ACCESS

- If the hall is locked, keys can be obtained from Mylor Stores
- **IF YOU PLAN TO BRING A VEHICLE OVER 3M HIGH INTO THE COURTYARD PLEASE NOTIFY THE BOOKING OFFICER IN ADVANCE.**

AFTER USE Hirers are requested to please:

- Take ALL refuse home. Do not leave food in the bin or fridge.
- Leave no articles on the premises.
- Return furniture to where it was found.
- 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.
- 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

	Main Hall	Pope Room	Green Room***	Reading Room
Seated	200**	30	25	12
Standing	200	50	40	n/a

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.