

## **NOTES FOR YOUR HIRE 'DO'S AND DON'TS' To help your hire run smoothly.**

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hire session.
- Do not use Sellotape / blu tack or any adhesive on the walls – please use the hooks provided for your decorations. Any damage caused by using an adhesive will be charged at £60.00.
- The windows on Angle End should be closed after 7pm to comply with noise pollution rules.
- Do not stack chairs and tables more than five high. (20 chairs on mobile chair trolleys).
- Do not attempt to carry or tip a water boiler / tea urn when it contains hot water. Leave it to cool in place.
- Please mop any spills to avoid accidents. A mop for your use is in the equipment cupboard.
- Report any evidence of damage or faults to equipment or the building's facilities to **The Booking Secretary**
- Report every accident on an Accident Form and to **any Memorial Hall Committee member**.
- **At the end of the hire:**
  - 1 Please make sure that all the furniture / equipment is replaced to its original positions at the end of the hire. Look at the wall photographs for help with this.
  - 2 Please leave the kitchen fully cleaned, with all crockery and cutlery put away where found (no tea towels are provided).
  - 3 Please remove all items you brought into the building at the end of your booking.
  - 4 Lock any doors that you unlocked on arrival.

The following is government advice (August 2024):

### **In the rare event of a FIREARMS OR WEAPON ATTACK:**

#### **'RUN – HIDE – TELL'**

**RUN** to a place of safety. This is a far better option than to surrender or negotiate. (*Wilbrahams' Memorial Hall has more than one exit from each hired room, most directly to the outside.*)  
If there is nowhere to go, then...

**HIDE.** It's better to hide than confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. (*The chair store could be a place of safety. You can also exit into the other hired room and escape through an external door if that is not occupied.*) Then finally and only when it is safe to do so..

**TELL** the police by calling 999