

Burton Memorial Hall – Information for Hirers

The following information will be useful to help you with using the hall:

ACCESS

Unless you are already a registered keyholder for the Hall, we will arrange to open and lock the hall for you.

A non-chargeable set up and clear up period of 15 minutes is granted at each end of the hire period. If you will require more time to set up, e.g. to decorate for a party, please include the required time in your booking request as this extra time will be chargeable.

Please note that animals (other than guide/assistance dogs) are not permitted into any part of the hall at any time.

HALL EQUIPMENT

Large tables and folding chairs can be found in the south end store room (on the left in the south end entrance lobby), small tables, standard chairs and children's chairs can be found in the north end store room (accessed from the hall or from the north end lobby), and low-level children's tables are stored behind the double doors to the left of the stage in the main hall (at ground level).

There are a number of upholstered chairs with arms suitable for people who need extra support stored in the Reception Room, they can be used in whichever room they are required. Chairs should be returned to whichever room they came from at the end of your hire period.

The portable induction hob for the main hall kitchen (if booked) may be found in the corner cupboard in the main hall kitchen.

Both kitchens contain an oven, a microwave, crockery, cutlery, glassware, cookware, kettles, fridges and hot water urns.

Tea towels and oven gloves are provided for use, once used any wet / dirty towels or oven gloves should be put into the box provided for dirty linen in each kitchen.

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You will need to set up any tables and chairs needed in the rooms booked for your hire period yourself. Please note that as chairs and tables are not used every day they may need wiping down to remove any dust from them before use.

HEALTH AND SAFETY

When setting up your event you must ensure that all of the Fire Exits are kept clear of tables, chairs or any other equipment at all times.

No food or drink should be left in the Hall or in the fridges at the end of your hire period.

The main hall has high-level twist locks on its doors to help keep children inside safe, and to prevent access by unauthorised persons to events for children and vulnerable adults, these locks should be used whenever an event involving children is held in the main hall.

LIGHTING

The main hall, reception room, club room and meeting room all have light switches in the room (the switch panel* for the main hall lights is on the wall in the corridor at the side of the stage between the main hall and the north end lobby, and the switch for the central light in the club room is on the left hand wall above the worktop just behind the counter-top fridge).

All of the common areas: entrance lobbies, store rooms, toilets and the main hall kitchen lights are on sensors and will come on when they sense someone is present and if the light level is low enough for them to be required, and will go off automatically after a few minutes if no movement is detected.

* The main hall lighting panel has the switches for the main hall ceiling lights (top row except the last switch) and those over the stage (centre row), and at the bottom the larger white switches are for the hall wall lights.

If you have requested use of the hall table tennis (high level) lighting you will need to ask us to switch these on for you (only for use with table tennis events).

Fish key switches on the panel or elsewhere in the building must not be operated by anyone other than Hall administrators.

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BROUGHT IN EQUIPMENT

If you are hiring a bouncy castle or other large play equipment to use in the hall then you must notify us in advance and advise us of the name and address of the company supplying the equipment, along with a copy of their public liability insurance certificate (they will provide this for you on request).

Any equipment of your own brought in to the hall must be safe to use.

Please note that candles, indoor fireworks or any other types of naked flame must not be used in the hall in any circumstances, and that any portable electrical equipment brought into the hall for use must be PAT tested and safe to use.

TOILETS & BABY CHANGE

Toilets are to be found at each end of the hall. In the south end there is a disabled toilet containing a baby-change unit, and separate male and female toilets.

Under-5s low-level toilets including a baby-change are located in the north-west corner of the main hall, whilst there are two unisex toilets accessible from the north end entrance lobby.

WiFi

The hall has B4RN hyper-fast internet access with free WiFi for hirers; the network name is BMH, and the password is bmh12345.

LICENCED ACTIVITIES

The Hall's Premises Licence permits the Hall to be used for a range of licensable activities such as indoor sporting events, music and dance, drama and films. A copy of the Premises Licence is displayed in the notice board in the north end lobby.

The Hall also holds a PRS/PPL Music Licence for live and recorded music, and an Alcohol Licence which allows alcohol to be sold or made available by donation at events.

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A Challenge 25 Policy applies to all alcohol provision in the Hall.

Please note that there is a small extra charge for the use of the Alcohol Licence.

Where music is played during evening hire periods all external doors and windows must be closed by 10pm to prevent nuisance to our neighbours.

If alcohol is provided then it must be supplied and consumed only within the area marked in pink on the plan displayed in the Hall.

Please note that the Hall is not licensed for the watching of television programmes.

ACCIDENTS & HAZARDS

Each hireable room contains a First Aid kit for your use. In case of an accident the details should be recorded in the Hall's Accident Book which can be found on the hook alongside the notice board in the north end lobby, between the doors into the main hall and the reception room.

Any damaged or defective equipment identified during your hire period should be recorded in the Hazard Log which can be found in the same place as the Accident Book.

In addition there are two Hirers Clean Up Kit boxes - one is located in the north end store room, the other in the south end entrance lobby. These are only for use in the event of an incident involving body fluids of any kind. The boxes have instructions on the lid with how and when to use them and what to do with the cleaned up material afterwards.

The kit in the south end lobby is accompanied by a long-handled dustpan and brush and a mop and bucket for clearing up any debris or spills.

Please note that if you use any part of the clean up kit you must notify the hall committee immediately by email at bmh.bookings@burtonweb.org.uk or by phone on 07906 661110.

In the event of a fire the Fire and Rescue Service must be called immediately, further instructions in case of fire and emergency are clearly displayed in each hireable room in the hall.

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The emergency assembly point in case of evacuation of the Hall is by the Herb Garden at the north end exit of the car park (almost opposite the school). You must keep a list of those attending your event in case of an emergency evacuation being necessary.

In the event of a serious incident at the hall please contact the Chair of the Management Committee immediately on 07906 661110.

AFTER HIRE REQUIREMENTS

At the end of a hire period all equipment used must be cleaned and returned to where it came from, kettles and water boilers should be switched off, emptied and left unplugged. Used tea towels, table cloths, and oven gloves should be placed in the box in one of the two kitchens (labelled dirty tea towels).

All internal doors and all windows should be closed and hireable room lights switched off before leaving the building (communal area lights are on automatic timers and will go off after a few minutes).

Any rubbish created during your hire period should be put into the relevant room bin and, if substantial, the bag secured and taken outside and put into the big grey waste bin at the north end of the building.

The external doors should be locked on your leaving the hall. If you are a keyholder you are expected to ensure this is done, if you are not a keyholder and you are the only hirer of the hall at the time you must not leave the premises until a keyholder has arrived to lock up after you. **Under no circumstances should you leave the hall empty and unlocked.** If no keyholder arrives to lock up at the end of your hire period please contact the Chair of the Management Committee on 07906 661110 immediately.

HELP & MORE INFO

If you have any questions about your booking please contact us at bmh.bookings@burtonweb.org.uk or phone 07906 661110.