

# SHIPTON READING ROOM HIRER'S INFORMATION SHEET

## Opening and closing the Reading Room

The Reading Room keys will be available from the Susan Livesey unless otherwise advised and after locking up, must be returned there immediately.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period. We allow 10 minutes setup and clear up either side of each booking. If more time is required you need to book and pay for this time.

Please telephone Susan Livesey (01242 821645) or Stuart Harvey (01242 821626) in case of difficulty. Note there is list committee members contact numbers on the notice board.

Please leave the Reading Room clean and tidy and **take your rubbish home with you as we have no refuse collection**. In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboard.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the Reading Room should be on the premises.

### **IMPORTANT: Road Safety and Children**

**The entrance to the Reading Room is very close to the road where vehicles can pass at speed. The gates outside the entrance must be kept closed when children are attending an event within the reading room – this is to prevent road accidents caused by a child running out of the Reading Room onto the Road outside.**

## Fire Safety

The Reading Room has a No Smoking Policy.

In the event of a fire, the Reading Room should be evacuated in an orderly manner using the front door with occupants gathering on the green opposite, and the Fire Brigade called by dialling 999. There is no phone in the Reading Room so you should bring a mobile phone with you.

You should acquaint yourselves with the location of and clear instructions on the use of the fire extinguishers. The location of these are shown on the attached plan of the Reading Room.

Please illuminate the Fire Exit signs whilst the building is occupied. The switch is above the double doors into hallway.

You must not use flammable decorations and any decorations must be kept well away from the heaters.

We don't advise the use of candles but if used please take extreme care.

## **General Safety**

A first aid box is located in the kitchen.

The maximum capacity of the hall is 60 – do not exceed this number.

The hire of the Reading Room doesn't include access to the land behind – please keep away from there.

When moving the chairs in and out of the hall please only move one chair at a time and do not stack them higher than four chairs.

The kettles should only be used in the kitchen and children must be kept out of the kitchen area unless a responsible adult is present.

All sockets must be switched off and appliances unplugged at the end of the session.

Please do not allow children to climb on the windowsills. There are no window locks and there is a steep drop at the back of the building.

Do not allow anyone to swing on the roof beams.

Note that the floors can be slippery when wet.

## **Power circuits/heating**

The heating controls are located in the kitchen. There is a meter in the kitchen which takes £1 coins – you will need to feed this to operate the heaters.

## **Car parking**

The Reading Room does not have a car park, please park in a considerate fashion and ensure you do not block the road.

## **Consideration for others**

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk is disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

## **Faults/ damage/ comments**

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of the Reading Room.

Location and use of fire equipment for hirers:

# Shipton Reading Room

