

OPENING AND CLOSING THE KEENE HALL

THE KEENE HALL will be opened for your hiring by the Caretaker Mr Brian Byford, or Relief Caretaker Mr David Johnson, and will be closed for you at the time you have indicated. Please ensure that any outside caterers, contractors and bar staff are aware that they may not enter before your hire period starts and must leave when your hire period ends.

in case of difficulty, please telephone Mr Byford on (01245) 267818, Mobile 07749 235016 or Mr Johnson on (01245) 472470

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 village hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

SECURITY

If the main door to the Hall is to be left unsupervised after the start of your evening function we ask that you release the inside latch to secure the door. Two buttons outside the doors will operate a signal light in either the Main Hall or the Lodge Room.

Please use the trolley provided for moving chairs in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice.

The Keene Hall's Health and Safety file is kept in the main Office.

POWER CIRCUITS and HEATING

Each radiator is thermostatically controlled, and there are two thermostats in the main Hall either side of the stage. Please let the Administrator know if you need the village hall to be particularly warm or

cold. Do not adjust individual radiators or heaters as this will result in the Hall being too cold or hot for subsequent users. The heating is timed to turn off at 10.30pm. Other circuits are timed to turn off at 11.45pm. Please warn your guests, band or disco of this.

There are three first aid boxes – located in the corridor opposite the main Office, in the Kitchen and in the Lodge Room.

CAR PARKING

The Street leading to the Keene Hall is a public road and this must not be obstructed. The Keene Hall car park will accommodate thirty cars if they are parked sensibly.

Cars are parked at owners' risk

CONSIDERATION FOR OTHERS

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are 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.

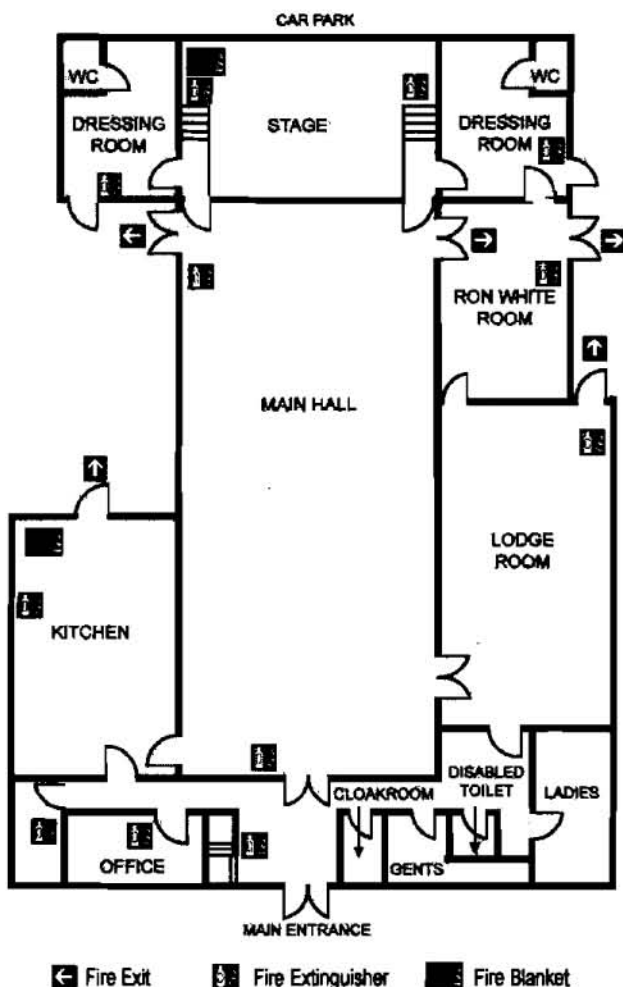
Please leave the village hall clean and tidy and leave waste in the bins outside or take it home. In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboard.

FAULTS or DAMAGE

Please report any faults or damage to the Keene Hall Office as soon as possible so that they can be rectified quickly.

COMMENTS

The Trustees welcome comments or observations that you may have about your hire of the Keene Hall.



Fire Safety

HIRERS MUST APPOINT A RESPONSIBLE PERSON TO CARRY OUT THE FOLLOWING CHECKS

Before the start of the Hire

1. Check the location and operation of all final exit doors.
2. Ensure such doors are kept free of obstruction.
3. Check the location of all fire extinguishers and fire blankets.
4. Check the location of the fire alarm hand bell in the front foyer.
5. Check that you are able to quickly evacuate from the building all persons attending your event, particularly those with mobility problems.

At the end of the Hire

1. Check heaters and cookers are turned off.
2. Check electrical appliances are turned off and unplugged.
3. Turn out all lights.
4. Close all internal doors.
5. Secure all windows and external doors.

There is no public telephone at the Keene Hall
Hirers must provide a fully charged mobile 'phone and telephone 999 in the case of any emergency.

These notes should be read in conjunction with our Standard Conditions of Hire

The Keene Hall Watchouse Road Galleywood Chelmsford CM2 8PT
Telephone: (01245) 268961 email: administrator@keenehall.com www.keenehall.com