

Shaftesbury Trinity Centre Trust Hall – Helpful Notes for Hirers

You are required to have a printed copy of this document, and the Terms and Conditions, in your possession when you collect the keys

1. All hall users PLEASE READ these notes before commencing a hiring. The Hirer is responsible for briefing other members of their group.
2. Electricity
 - a. Electricity is included in the hire fee. For heating please follow instructions on the room thermostats and ensure that they are left as instructed at the end of your session.
 - b. Trip switches - most are in cupboard under stairs and are individually marked.
3. Kitchen
 - a. Water heater (for hot water at tap) – use on/off switch on wall (to left of sink (marked)).
 - b. Knob on heater under sink controls the temperature. Warning – the water gets VERY HOT.
 - c. Hot water boiler (on wall for tea, coffee etc.)
 - i. Switch on half an hour before needed.
 - ii. Please switch on fan to extract steam and reduce condensation when using the boiler or any other appliances that cause steam.
 - iii. Please switch off Water Heater and Boiler after use.
 - d. Fridge – please ensure it has been switched off after use and door wedged open with tea towel or similar.
 - e. Dishwasher –please ensure water emptied at end of use.
4. Lighting
 - a. Outside lighting possible from switches at both entrances/exits.
 - b. Delayed lighting to allow illuminated departure at night also available from both entrances. Please follow instructions on signs. (Basically, turn off light switch, then press round button to turn on the delayed lighting).
 - c. Main hall lighting –switches beside main door.
5. Fire Alarm
 - a. To silence alarm and occasional bleeping – on the control panel high on the wall on the left hand side bottom of the staircase entering through the main door, enter 1,2, 3 and hit ‘silence alarm’.
 - b. Fire Alarm Instruction sheet in main hall on notice board includes numbers to call if problem cannot be solved locally. In first instance, in the event of a problem please contact the Hall Booking Officer 01747 823030 /sophiefranks@btinternet.com
 - c. Magnetically controlled fire door in inner hallway.
 - d. In the event of a fire alarm being triggered the catch will automatically release the fire door in the hallway to allow it to close.
 - e. At other times, please use black release buttons to release the door as per the sign. Pulling them (forcing them) off the magnetic holders will damage them and may stop them working when needed in an emergency.
 - f. Please do NOT hold open the Magnetically controlled fire doors (or any other doors) with items such as chairs or wedges as this will prevent the doors from closing automatically in the event of a fire. Please note that Fire Extinguishers are NOT ‘door-stops’.
6. Heating
 - a. Please follow instructions on the room thermostats and ensure that they are left as instructed at

the end of your session.

b. Responsible hirer, PLEASE CHECK the controls on departure as people do mess with them whatever they are told.

7. Keys - list of key holders in main notice board on wall outside hall. For your hiring, please make arrangements to collect the keys from the Bookings Officer sophiefranks@btinternet.com / 07840-037828

IMPORTANT

8. End of hire checks:

a. Heater thermostat controls – see above.

b. Windows all shut and locked

c. Fire exits to make sure they are actually shut properly.

d. Kettles – switched off, empty and rinsed.

e. Hot water boiler – switched off.

f. Water heater in kitchen – switched OFF at switch on wall.

g. Fridge switched off at power point and door left slightly open (it helps to wedge by inserting a cloth over the door to prevent it closing.

h. Paper towel bins in ladies and gents emptied and bin liners inserted.

i. Waste bin emptied of any decomposable rubbish and a new bin liner inserted. TAKE ALL RECYCLABLE MATERIALS AWAY WITH YOU - see Terms and Conditions.

j. Cleanliness – have you left it as you would want to find it ... especially the kitchen and the toilets.

To remove the stress of cleaning up after your event, for an additional fee of £50 we will arrange for the cleaning to be completed.

k. Vacuum cleaner not full or blocked.

l. All fire doors closed – please release fire door in inner hallway from magnetic catch by using the black button.

m. Please note that parking is only available in the public car parks and not on site.

n. Should you wish to hire an outside bar please contact Chris Young email:

outsidebarsdorset@gmail.com Tel: 07825-148100 Website: www.outsidebarsdorset.co.uk

o. Should you wish to pay by bank payment our bank details are: HSBC Account: 61303899 sort code: 40-41-01.