

# Helmdon Reading Rooms



## Conditions of use 2012

**The Premises is a none smoking venue**

**Disabled entrance at rear of building**

**The Reading Room capacity is 100**

**(This includes any ancillary staff)**

1. All users must appoint a safety officer over the age of 21yrs. That person must be in attendance for the duration of the function. In case of emergency, he/she must ensure the safe evacuation of the premises, and the appropriate emergency services are contacted. They must also make sure that fire exits are kept clear at all times.
2. The serving of drinks must kept to rear of the hall, as this is easier to keep clean.  
**This floor may become slippery when wet.**
3. Meter tokens are available from the Steward for all electrical appliances in the **kitchen area** including hot water.
4. Limited China and crockery are available for users. Please ask the Steward for details. Please note that tea towels and dishcloths are not supplied.
5. During any function the front main door must remain closed and all attendees must remain inside the building (This is to reduce disturbance to surrounding properties)
6. If you require the use of the loop/ P.A system please tell the steward at time of booking. A set of instructions is available in the P.A cupboard.
7. Please do not move the piano without prior permission of the Chairman/Steward.
8. **If you require a licensed bar, please inform Steward at time of booking.**
9. Please do not use any Cellotape / Blue tac / Drawing pins etc. to fix posters / decorations to the walls or woodwork.

### **At the end of each session:**

1. Please leave the premises as you would like to find it. **Report any damage to the Steward as soon as possible.**
2. The chairs should be stacked no more than 8 high. Make sure when stacking, the legs interlock with the legs on the chair below. Failure to do this makes the stack unstable and can cause damage. You will find it easier to stack them, as they are picked up, and transported to the rear of the hall on the trolleys provided.

3. Please sweep floors, and mop up any spills. All cleaning equipment can be found in the Cleaner's Cupboard, situated at the rear of the kitchen.
4. Wipe down all tables, and stack at the rear of the hall. Make sure the safety chains are put in place. Wipe down Kitchen work surfaces if you have used them.
5. Empty bins as required, put full liners in waste bin situated on the drive, and replace liners, these can be found in the Cleaners Cupboard.
6. Empty anything you may have in the refrigerator
7. Do not put disposable nappies in the waste bins, take them home with you.
8. Make sure the toilets are left in a clean and hygienic state.

#### **On Departure:**

1. Make sure the cooker have been turned off, and electrical appliances are unplugged.
2. Close all internal doors, and make sure the fire doors are secure
3. **The person locking up must press the light timer switch situated at the main door, then switch off the 2 adjacent lighting switches.** The external lights will stay illuminated to enable the main door to be secured.
4. Please be as quiet as when leaving late at night, as there are many houses in the vicinity.

#### **LETTING TIMES:**

Morning 08.30 to 13.00

Afternoon 13.30 to 17.00

Early Evening 17.30 to 19.00

Evening 19.30 to Midnight

Please note that these are only guide times for multiple bookings (please enquire for private party bookings). Can you please put all applications for block bookings into writing, as this will need to be discussed by the Working committee. Can all users please ensure that the key is returned to the Steward in time for the next organisation to collect it.

For example, Morning session ends at 13.00 key returned no later than 13.20.

Can all users please ensure that the key log is completed and signed when collecting the keys.

**The keys must be returned to the steward, and must not be passed on to any other organisation, unless agreed by the steward.**

Helmdon Reading Room General Management Committee ask all users to abide by the Rules and Regulations contained within the conditions of use. Any organisation failing to do this, will receive a verbal warning. If this is unsuccessful the organisation will receive subsequent written warnings (up to a maximum of two). If however this does not have the

desired affect, any future bookings will be cancelled and the offending organisation will be asked to look for an alternative venue.

Thank you for your co-operation,  
Helmdon Reading Room General Management Committee.