**HIRING CHAMPNEY HALL**

**BOOKINGS:**

All bookings and contracts are taken by Sam Beldom – she may be contacted on Mobile number: 07917 684 040. If she is unavailable please try Benta on 07986 239 269 or 01753686600

If you have a problem during a booking please contact Sam

**PAYING:**

You can pay by cash, by cheque payable to Champney Hall Management Committee or by bank transfer to Champney Hall Management Committee: Account 80232017, sort code 40-43-04. We generally ask for a deposit and this can be paid in the same way

**USING THE HALL:**

Please note there will not be a member of the Champney Hall committee present and this puts a number of responsibilities on the hirer.

During your visit the hirer is solely responsible for the health and safety of their guests, and for the care of the building. The school room will be locked and is not open to the public.

During your visit you are the appointed **FIRE WARDEN** and as such you should:

* Make a visual check of all fire exits and moving away any obstructions.
* Make a visual check of the fire extinguishers to see that they are in place and have not been tampered with. *There is a hall plan attached and several on the walls of the building.*
* Point out the fire exits to all guests and explain that the meeting point is the bus shelter just outside the building.

The hall has an **audible fire warning** which will sound if there is a fire, but it is not connected to the Fire Brigade. You must do that. To stop the alarms in the event of a false alarm please follow the instructions in the red bag by the fire control panel (main entrance)

In the event of you having to evacuate the building please check toilet areas if safe to do so, be the last one out and **close any fire doors**.

The Hall has a Fire Safety Policy and a Fire Evacuation Procedure – these can be found in the folder on the shelf by the counter, please look at them.

**LEAVING and LOCKING UP:**

Please leave the hall in the condition you found it, putting back all chairs, and bagging and taking away your rubbish. If extra cleaning is needed after you have left you may be sent a bill for it. Return any keys you have been given.