

RULES FOR USING ST MICHAEL'S HALL, FINNIS

1. The hall must be booked prior to use by contacting (Mary) 02897561539. Booking is required for both the hall and the back room.
2. The person who books the hall will be responsible for the premises throughout the event. This person should remain on the premises for the entire period of the booking.
3. A book is provided at the front door of the hall and it must be signed both at the beginning and end of each event.
4. Keys for the hall must not be distributed unless permission is obtained from a Committee member.
5. Children are not permitted in the kitchen at any time.
6. Fire exits/escape routes must be kept clear at all times. Obstructions must not be placed in fire exits or in front of the emergency exits. Stairways must remain free of clutter at all times.
7. No vehicles are to be parked obstructing the doors, entrances or exits to the hall.
8. If alcohol is sold during an event, the person who booked the hall shall be responsible for ensuring that all relevant legislation is obtained and fully adhered to. Liquor licences should be displayed on the notice board, prior to the event.
9. If balloons or banners are required, Bluetac or sellotape **MUST NOT** be used on walls. Please use existing picture hooks/fixings on walls.
10. All appropriate waste must be recycled into **correct** recycling bins provided or alternatively removed from the hall. Toilet bins must be emptied and no bags of rubbish should be left inside the hall. Toilets should be flushed and cleaning fluids inserted, before closing the toilet lid.

11. All floors should be brushed and if necessary washed after use.
12. All kitchen equipment used must be washed and put away.
13. All windows must be closed, lights and heating switched off and doors locked. If anyone has been smoking outside at the front door, the cigarette butts should be cleaned up. All tables used must be cleaned before returning to storage.
14. If anything is not working or damaged, it must be reported ASAP to 02897561539, or to any Committee member.
15. The hall must be left as indicated in these rules and as shown in the picture of preferred hall seating plan and table arrangements. (See noticeboard in foyer).
16. All users of the hall must ensure they have the correct insurance to cover their event.

BORROWING ITEMS FROM THE HALL

- A “Borrowing Book” must be completed with a Committee Member, **before** items are borrowed or removed from the hall and signed in again when items are returned. Please ensure all items are returned, especially cups, plates, tea-pots etc.
- Any items borrowed from the hall that are lost or damaged, must be reported to Mary or a Committee Member.

CHARGES FOR USE OF HALL

- £10.00 per hour for short term use (maximum 3 hours).
- For all other events, there is a **minimum** charge of £50.00 per event.