

Chamberlin Hall, Bildeston.

Important information for hirers of the hall.

- One of our committee will be at the hall to open up and show you where everything is and how it all works. If you intend to leave the building un-occupied during your set-up time please let us know so we can lock up behind you.
- Access from the patio onto the Bowls green and surrounding grass areas is not permitted.
- Please do not use blu-tac or cellotape on the walls. There are hooks around the hall from which you can hang decorations.
- Chinese lanterns or fireworks are not permitted in or around the hall.
- A first aid box is located in the kitchen on the wall beside the water heater. Emergency contact numbers are also on display in the kitchen.
- Please do not block emergency exits in any way and please note the location of these exits and the fire extinguishers. These are shown on a plan on the noticeboard, in the entrance foyer and in the kitchen.
- Smoking is not permitted anywhere in the hall or on the patio. The designated smoking area is outside the main door to the right - please take the sand filled fire bucket (located in the entrance hall) outside for this purpose.
- You or your guests are not permitted to bring your own alcohol or soft drinks onto the premises.
- Bar staff are instructed to ask for ID if they think someone is under 21 and will refuse to serve anyone who does not have the correct ID if they suspect that they are underage.
- The hirer is responsible for their guests. Any unreasonable behaviour must be dealt with by the hirer.
- Last orders at the bar will be 11:30 p.m.
- Music must finish by 11:45 p.m.
- The hall needs to be cleared for locking up by 12:30 a.m.
- The damage deposit must be paid before your set-up session and this will be returned at the end of your hire period if we are satisfied that no damage has occurred.

ON LEAVING

- The hall is run by a dedicated group of volunteers so please leave it as you found it.
- All tables and chairs are to be stacked (no more than 6 chairs to a stack) and packed away neatly in the storeroom.
- The main hall should be swept and the carpet in the side room hoovered if this room has been used.
- The kitchen should be left clean and tidy.
- All rubbish to be bagged and put into the bins at the rear of the hall car-park.
- Please be ready to leave the hall at the time requested.

THANK YOU FOR HIRING CHAMBERLIN HALL. WE HOPE YOU ENJOY YOUR EVENT.