



## Hire Guidelines

### Lights

Switches for the halls main lights are to the left of the entrance door. There is a switch for the gents corridor at the top of the steps. The kitchen light switch is inside the kitchen door.

Spotlights can be switched on in the hall at the sockets along the walls. The toilets also have their own lights. Please ensure all lights are switched off and all windows closed when you leave the building.

### Notices and signs

It is not permitted to fix any notices or signs to the walls of the hall as this causes damage to the paintwork. This includes the use of blue tac and sellotape.

### Heating:

The heating control switch is in a cupboard in the office to the right of the kitchen serving hatch. It is on a timer to come on every day for one hour in the morning. If you change the settings make sure it is returned to its original setting. Do not adjust the thermostat on the wall in the hall or on individual radiators.

### Cleaning

All rubbish must be taken away with you at the end of your event. The floors must be swept and the building left clean and tidy as you found it. Tables must be wiped down and not left sticky or dirty. The kitchen surfaces and oven hob must be wiped down and left clean. The floor in the kitchen must be swept and mopped at the end of your event. Tables must be folded up and put against the walls or in the corner of the hall. Chairs must be stacked and put in the corner of the hall.

## Kitchen

The water heater switch for the **dishwasher** is on the wall to the right of the appliance. This must be switched on and given time to heat up. Cleaning liquid is automatically pumped into the appliance from underneath. Instructions for use can be found on the side of the appliance. When you have finished using it at the end of your event, remove the grey plastic tube plug inside and take out and rinse the filter trays, unscrew the wire mesh filter and clean. Wipe the inside of the appliance to remove any residue and to prevent bacteria. Leave the dishwasher ready for the next hirer to use.

The **hot water heater** on the wall needs to be switched on prior to use at the socket. **Do not adjust** the temperature control as this can make the water very hot and result in scolding if not careful. The **water heater dispenser** for hot drinks also needs to be switched on at the socket and the power button pressed, this is boiling hot water please take care when using. Please make sure these are all switched off at the end of your event. The **oven and hob** is gas. To light the hob you will need matches or gas lighter. To light the oven open the doors hold in the black button and press the silver ignite button to light. Again please make sure this is turned off at the end of your event.

Please make sure both fridges are empty and left clean after your event. These are to be left switched on.

You will need to provide your own tea towels, cloths and hand towels. A supply of washing up liquid is provided.

Please report any breakages of crockery or glass or similar to a member of the committee.

## First Aid

There is a first aid box and accident book in the kitchen on the shelf next to the dishwasher.

## Toilets

The toilets will be stocked with a supply of toilet paper and paper towels in the dispenser and hand soap for your event. Further stock is kept in the store room next to the kitchen.

**The Back Room** This area is strictly off limits to members of the public for health and safety reasons. If you need to gain access to this area a key is kept in a red box in the kitchen above the fridges.

## The Courtyard

The courtyard to the rear of the building is not for access by the public without prior agreement with Bronte Spirit. The stone flags are slippery when wet and uneven. Care must be taken if you walk across this area as we do not accept any liability for damage or injury.

## **Insurance**

You will need to ensure you have your own public liability insurance in respect of your events being held in the building.

## **Music License**

The building has a PRS and PPL license in place for events.

It is your responsibility to ensure you obtain any further licenses legally required for your event.

**Please note your agreement to these hire guidelines form part of your contract of hire.**

## **Emergency Contact**

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