

Information about using the Greenwood Community Hall

The Greenwood Community Centre is maintained by the Greenwood Association, a charity funded by voluntary contributions from the community and fees from hiring the hall. Please treat the premises with care so we can continue to provide this community facility.

- 1) Parking** – There is limited space on-site and the following are essential elements of the hall hire. **No waiting or parking is to take place on the plain concrete path area between the hall front door and the pedestrian crossing, nor on any other area within the boundary of the hall premises that in any way prevents immediate vehicle access from the road to the neighbouring residential property and its parking area.**
Parking is therefore only permitted in the two bays parallel to the road, and potentially a small vehicle on the crazy paving area but this is further subject to the previous condition above.
The parking areas are delineated on the attached map.
- 2) Front door** - When entering or leaving the premises, the door should close automatically. Please do not wedge it open, as then heating is lost from the hall.
- 3) Kitchen** – When leaving, please ensure the oven, hood, taps and lights are switched off.
- 4) Central Heating** - Using the temperature gauge in the main hall: You can adjust the amount of heat in the hall by the arrow buttons on the temperature gauge. When leaving, you must put the setting back to the original point, as shown on the notice below the gauge. Please do not touch, turn off or unplug any other appliance in the hall.
- 5) Tables and chairs** – Please put back the chairs in the side lobby, in stacks of 10 (maximum) and put back the tables in the trolley.
- 6) Lights** – Remember to switch off all the lights in all rooms before you leave the premises. Also, remember to take all your belongings, as we are not responsible for anything that goes missing.
- 7) Clearing Up** – Please ensure you remove all rubbish, banners etc, leaving the premises in a clean and tidy condition. If you find any mess or anything broken when you arrive, please report it to the key holder.
Check toilets and ensure all taps are turned off.
- 8) Locking Up** – Please ensure you leave by the allocated time (latest 9:45pm for evening bookings) and that both locks on the front door are locked. Return keys and the signed form to the key holder.

Thank you.

To be completed and handed back to the Hall Bookings Secretary

Name:

Address:

Home Telephone:

Mobile:

Email:

Date of hall hire:

Time:

I confirm that I have checked items 1-8 in '**Information about using the Greenwood Community Hall**' overleaf.

(Delete 1 or 2, as appropriate)

1. There were no issues during my hire period.
2. The following issues arose during my hire period *(list below)*:

Hirer's Signature:

Hall Bookings Secretary's signature: