



## Thruxton Memorial Hall

### Useful Information and Housekeeping Notes

Thank you for choosing Thruxton Memorial Hall. The following information should help to make your function a success.

The Hall is situated on Village Street in the centre of Thruxton - the Postcode is SP11 8LZ. Some Satnavs insist we are in Stanbury Road so beware!

The **Keys** can be found in a keysafe to the left of the side entrance to the Hall. You will be given the code for this keysafe prior to your booking. At the end of your event, they should be replaced in the keysafe and the dials moved.

#### Fire and Safety

Please familiarise yourself with the position of all emergency exits as soon as possible on arrival. Do not block these exits with any furniture or equipment. In the event of a fire, sound the alarm (situated to the left of the main entrance), vacate the Hall immediately from the nearest exit and assemble over the bridge on the other side of the road on Lambourne Close. Be sure everyone has left the building and call the fire brigade. Do not use the extinguishers unless you have been trained to do so.

Should the alarm go off and there be no fire, contact the number on the alarm control board to the left of the door in the foyer. Please note, 'smoke' from discos may activate the alarm.

#### Windows

Every ground floor window in the hall has its own lock. The keys are all different and the key for each window can be found near the window on the right-hand side. Each lock and partner key is inscribed with corresponding numbers should they get mixed up.

#### Heating

Should heating be required, it will have been arranged for you. Please leave all controls untouched and contact the Booking Secretary if you have any concerns.

#### Lighting

The light switches in the main hall and Machin room all work on dimmer switches. Good luck – they are not the most simple to use and will hopefully have been demonstrated to you. The rocker switches operate by pressing the bottom of the switch. Let go and then press the bottom of the switch to brighten or dim the lights. To turn off, press the bottom of the switch again. The chandeliers work by pressing the small button and letting go, then just twist the button to the required brightness. To switch off, just press the small button again. The under-balcony lights need a double switch to turn them off.

#### Fans

In hot weather the fans cool the hall, in winter they bring warm air back down into the hall. The switches are on the same panel as the lights.

#### Floors

The wooden floors of the Hall need particular care to preserve them for all users. Damage by **stiletto heels**, for example, may result in a reduction of the deposit return.

#### Curtains

Please do not attempt to pull the curtains manually. They are all operated by pull cords and these must be used. Manual manipulation will undoubtedly incur damage for which you will be charged. The only exception to this is the curtains covering the courtyard door in the Machin room.

### **Tables and Chairs**

Tables can be found in the store room to the right of the main entrance, they are on trolleys. These trolleys must only be wheeled into the Hall through the double doors to the stage area. Chairs are in the stage area and should only be moved using the special trolleys provided - please read the trolley instructions carefully. Chairs should be stacked with no more than 6 chairs. Tables should be wiped clean before putting away.

Please return tables and chairs to their respective storage areas after use.

### **Kitchen**

The kitchen is available to all users. However, the utmost care must be taken in its operation.

The *Fridge/freezer* must be left on at all times.

Two switches are on the wall to the right of the sink. One is for the *water heater* which is used for washing up etc. It should be deployed approximately 15 minutes before use. You will also need to make sure the heater in the cupboard has also been switched on. Please remember to turn both off at the end of your hire. The other is for the wall mounted water boiler and should only be used if making large quantities of teas and/or coffee. Before use, please make sure to run most of the water out from the boiler to ensure it is filled (automatically) with fresh water.

Two *kettles* are provided.

The *cooker* is fairly straightforward to use. An instruction book is in the drawer to the right. Please always use the extractor fan and remember to switch off after use. Should the oven not be working – check it is set to Manual. (a hand sign on the control knob)

The *dishwasher* should be turned on 25 minutes before required. It is very large and takes a long time to heat up and empty; you may find it easier to wash small quantities of dirty crockery etc by hand. Full instructions are on a card on the wall. It is essential that the machine is properly drained, emptied and the filter cleared after use.

*Crockery and cutlery* are available. Please advise the Booking Secretary of any breakages. If you are planning a large event, we recommend that you check the hall stocks before the date.

### **Rubbish Disposal**

Bin liners and black sacks are available in the drawer to the left of the sink. All rubbish must be removed after your event. Please note that the Hall has very limited capacity for rubbish and you are asked to take the bulk of any waste away with you. The small bin in the kitchen should be emptied after each hire and the contents placed in the bins at the front of the Hall in the car park.

### **Cleaning**

All the necessary equipment and supplies are to be found in the store cupboard opposite the entrance to the kitchen from the corridor. Please remember, you are responsible for leaving the Hall in the same condition as which you found it. Should you wish us to arrange a cleaner for you after your hire, this can be arranged at an additional cost.

### **Toilets**

Liquid soap, paper towels and toilet paper are provided. Extra products can be found in the cupboards under the sinks in each suite. For large events, you should consider providing extra toilet paper. The baby changing station is situated in the toilet for those with disabilities. Please take soiled nappies away with you. Check the toilets are in a good condition before you leave and that they have all been flushed. Ensure that the lights are not left on.

### **Machin (Meeting) Room**

The courtyard is not a fire escape as it is enclosed. In an emergency, the window can be opened to enable a timely exit. For security reasons, this window is locked. However the key is attached to the window surround and can be quickly and easily deployed.

The Hall does have a *modular stage* which can be erected for performance. This must only be used by prior arrangement with the Trustees.

### **Licences**

The Hall does have an *Entertainment Licence* that permits music and performances up until 23.30. You are responsible to ensure that entertainment finishes in good time.

The Hall is not licensed for the sale of Alcohol. Should you wish to have a paying bar, a licence can be easily obtained from the appropriate authorities. If you are not planning to charge for drinks, no licence is required. No drinks can be served after 23.00.

**At the end of your hire** please ensure that your guests make as little noise as possible on exiting the buildings and surrounds. It is essential that equipment has been stored correctly, all windows and fire doors are securely locked, everyone has left the building and that all lights and appliances have been turned off. The entrance door should be locked and the key returned to the keysafe and the dials turned.

Should you have any comments or feedback on your hire, we'd be delighted to hear from you. Please contact us on [email@thruptonmemorialhall.org](mailto:email@thruptonmemorialhall.org)

We are working to improve our offer all the time so your input will be gratefully received.

**We hope your event is a great success.**