



BUCKLAND HALL

**If you need information or assistance, please call 021984167 or 0275180090
In the case of a fire or life threatening situation please call 111 immediately**

HIRER INFORMATION (Updated 23.1.24)

Please note that this document does not supersede, alter, or amend the Terms & Conditions of Hire previously agreed to at the time of booking.

Thank you for choosing Buckland Hall for your event. Because we want everyone to enjoy using the hall and find our facilities clean, tidy and in good condition, we would ask you to please follow and abide by the following conditions:

1. MAINS POWER & LIGHT SWITCHES

1(a) Mains Power Switch is located in the ticket booth to the top right of the white doors to the switchboard. This needs to be turned off when leaving the hall.

1(b) Light Switches are located:

- Front hall & Toilets – inside ticket booth below main switchboard. The side main lights in Front Hall are controlled from the side stage (see below)
- Rear hall has two switches – one in the passage way between the two halls and the other to the left of the Fire Exit door, opposite the kitchen.
- Stage & Front Hall side lights - Stage LHS top of stairs – The first three switches do nothing. The last two switches control the LHS and RHS ceiling lights in the main hall (whilst the location is unusual it relates to lighting control for shows). The middle switches are for the stage.
- Kitchen – entry to kitchen nearest the stage.

2. HALL KEY

You will be provided with a key to the main front door of the hall for the duration of your event. At the end of your event you must leave the key in the coin trough on the rear side of the ticket booth door in the foyer. You will be able to then exit through the front main entrance and ensure that the door locks behind you on exiting.

3. FIRE PREVENTION/EVACUATION

Please make sure that you read and understand the Fire Prevention Policy displayed on the Hall noticeboard. You must comply with the rules around making sure that all EXIT doors for the area that you have hired (eg Exclusive use – all FOUR Exit doors / Front Hall – TWO Exit doors / Rear Hall – TWO Exit doors) are fully unlocked during the entire period of your event. These doors must be locked and bolted on leaving the building. If they are not secured, any damage or loss as a consequence of them not being secured will be at the hirer's expense.

4. FIRST AID KIT

Hirers are responsible for providing their own first aid kit.

5. SIDE CAR PARK

Please make sure that you do not drive or park on the grass at any time when the weather has been wet. Please also make sure that you do not park on the yellow lines at the front of the hall.

6. HEAT PUMPS/AIR CONDITIONING

There are two coin machines – one for the front hall and one for the rear hall. The coin machines are located by the two switchboards. They take \$1 coins which will run the heat pumps in the appropriate area for 30 minutes. The remotes are located in the kitchen (for the rear hall) and by the switchboard/coin box in the foyer. Please make sure they are returned to the correct location on leaving the Hall.

7. DECORATIONS/DISPLAYS

Please note that you may not use Sellotape, staples, pins, screws or nails to affix anything to the walls of Buckland Hall. Blue Tac and Command Hooks are acceptable but must be fully removed at the end of the event. There are metal rings on the walls to which string may be attached. Anything used as a decoration or display, including the fixing used, must be removed by the hirer. Any damage will be deducted from the bond. Particular care needs to be taken with the black stage paint.

8. STAGE

Unless the hall has been hired on an EXCLUSIVE BASIS the stage may NOT be used. Please make sure that the stage curtains are only drawn and undrawn using the pulley system located on the left of the curtains. Please be particularly careful when decorating or moving equipment on and off the stage and in staircases so as not to damage the black paint.

9. PIANO

Hirers are very welcome to play the piano but we just ask that it must not be moved and that no food or drink should be consumed whilst playing, or placed on the top of the piano.

10. PLAYING OF MUSIC / NOISE

So as not to disturb our neighbours, please keep all windows and fire doors closed (doors must be unlocked), whilst playing any music. Hirers must check from the outside of the hall that their music is at an acceptably low level at ALL times. Particular attention should be given to the level of base being generated. After 10.30 pm all music must either be turned off or turned down to a very low level. Air conditioning is provided for ventilation.

11. KITCHEN

The kitchen has limited supplies of crockery and cutlery. All crockery and utensils used to be washed thoroughly, dried, counted and returned to their original place of storage as indicated by the images on the inside of the doors. Hirers need to provide their own: dishcloths, T towels, washing up liquid and any other items required to wash crockery and utensils used from the hall.

12. CLEANING CHECKLIST

Buckland Hall is an historic building BUT we maintain high cleaning standards. We therefore require that all hirers ensure that when they leave the hall they leave it in the same condition in which they found it. If this does not happen that we will need to apply a \$70 hourly cleaning rate deduction from the bond with a minimum deduction of \$70 to cover the cost of bringing it back to a suitable standard for the next hirer.

TASK	CLEANING ACTION REQUIRED	DONE
1	TABLES & CHAIRS *Must all be checked and any food, stickiness or marks cleaned BEFORE stacking *Chairs must be stacked in stacks of 10 chairs *Table legs must be clicked into place	
2	TOILETS *Toilets, urinals & basins, plus any other surfaces must be thoroughly cleaned *ALL Rubbish bins must be emptied (including sanitary disposal bins) *Floors must be swept and mopped using the hall's steam mop	
3	KITCHEN *ALL benches (surfaces and doors) must be cleaned, dried and not left smeary *If used, the following need to be cleaned: Fridge, microwave, pie warmer, oven & hobs need to all be wiped out and cleaned *Crockery & Utensils (if used) must be thoroughly cleaned, dried and put back in the correct location for where it was found (refer to images inside doors) *Floor must be swept and mopped using the hall's steam mop. *Rubbish bin – must be emptied and cleaned with any food contamination cleaned from inside and outside of the bin	
4	MAIN / REAR HALL AREAS Sweep and mop up ALL floors where there is evidence of any spillage	
5	CURTAINS PLEASE LEAVE WINDOW AND STAGE CURTAINS OPEN (if they have been closed)	
6	OUTSIDE - Sweep hall steps and ensure no rubbish on the ground	
7	ALL RUBBISH MUST BE RUBBISH FROM THE PREMISES BY THE HIRER <u>PREPAID RUBBISH BAGS CANNOT BE LEFT ON THE ROADSIDE</u>	