

Edlesborough Memorial Hall

High Street, Edlesborough, Nr. Dunstable, Beds, LU6 2HX



Helpful Notes for Hirers & Useful Information

Edlesborough Memorial Hall is available for hire for a wide variety of events and purposes; such as children's parties, exercise classes and meetings.

- Please read the following carefully before you book the Hall and sign the Booking Conditions.
- Provisional Bookings must be followed up with the signed Booking Form, Payment of Hire Fee and deposit within 14 days or the date & time will be opened up to other Hirers

GENERAL SAFETY

Please ensure you allow sufficient time to carry out a simple, common sense "**RISK ASSESSMENT**" when you first arrive at the hall. This just involves you checking that there are no apparent hazards both in and outside the hall:

- Cars parked safely (not on the white road markings opposite the hall or at the junction)
- Fire escape routes are clear.
- That there are no objects inside or outside the hall which could cause injury.

The **KITCHEN** is not a play area. Children must not be allowed in, unless properly supervised by an adult – for both safety & hygiene reasons.

A **basic first aid kit** is located in the cupboard to the right as you enter the kitchen. Please DO NOT remove this bag from the hall.

You will also find an "**Accident Report Book**" in the same cupboard. Please complete this in the event of an accident.

FIRE SAFETY

The **NO SMOKING** rules inside the Hall must be obeyed at all times. If any of your guests smoke outside, please ensure that they do not litter the ground with discarded butts. Please ensure any discarded butts are disposed of correctly at the end of your booking.

Smoke Alarms – the hall is fitted with several smoke alarms.

Fire Extinguishers – the hall is equipped with fire extinguishers and a fire blanket in the kitchen.

Fire Action Notice – this is displayed on the notice board on the right hand side as you enter the main hall. Please ensure you familiarise yourself with it at the start of your hire.

Should a fire break out, no matter how small please call the **FIRE BRIGADE** and ensure the manager is informed.

DECORATING THE HALL

If you wish to hang banners or decorations etc. please use the pin boards on which decorations can be attached using drawing pins. You will find a small supply on the shelf by the useful information folder.

The use any form of adhesive tape or Blue Tac on the walls, woodwork, doors or windows is NOT PERMITTED.

You will find a small step ladder in the room behind the kitchen which can be used when decorating the hall.

Please **DO NOT** stand on the chairs to hang decorations etc.

Please **DO NOT** obstruct the illuminated emergency lighting with decorations.

LEAVING

Please remember we operate a “**Leave as you wish to find**” policy. If the hall is not left in a satisfactory condition this may affect the return of your deposit.

GENERAL

EMH is located in a residential area. Please keep noise levels down whilst in the vicinity of the hall, in particular, when leaving the hall late at night.

Under the terms of our Buckinghamshire Council, Aylesbury Vale Area Premises Licence all events must end by 23.45 with the hall being vacated by midnight.

Location

*Edlesborough Memorial Hall
High Street, Edlesborough,
Buckinghamshire, LU6 2HX*

There is space for two cars to park on the driveway outside the hall.

Additional parking is available in the free car park adjacent to the hall which can be accessed via Pebblemoor.

Between the hall and Scout Hut there is a small fenced yard which the hirer may use if they wish.



Size & Capacity

The main hall measures 7m X 12m

The hall has the capacity for a maximum of 80 people.

The hall can accommodate a small indoor inflatable such as a 'bouncy castle.'

If using an inflatable or any other play equipment in the Hall, the hirer must understand that they must arrange their own Public Liability & Personal Accident Insurance and **that the Council accepts no responsibility for any accident or injury resulting from the use of such equipment.**



Waste & Recycling

Outside the hall has two large bins.

Please place anything that can be recycled in the bin with the blue lid. All other rubbish can be put in the bin with the green lid.



You will need to unlock and lock the lid of the recycling bin using the black key on the hall keyring.

Under the kitchen table you will find a yellow flexi-tub this can be used for storing recyclable waste and transferring it to the outside bin Please ensure this is emptied at the end of your hire.



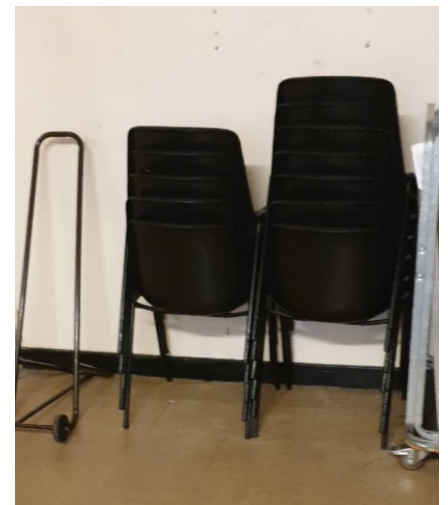
Tables & Chairs

To the rear of the hall the hirer will find:

- five small tables
- ten large tables
- 80 fabric covered chairs
- 20 plastic chairs

For Health & Safety reasons please ensure the chairs and tables are stored correctly at the end of your booking.

PLEASE ensure all tables are wiped clean before putting them away.



Kitchen

The hall has a well equipped kitchen and a serving hatch into the main hall.

The use of following items is included in the hire fee:

- Cooker & hob
- Fridge with a small freezer compartment
- Crockery & small selection of glassware
- Utensils and cutlery
- Urns & kettles
- A selection of pots, pans, trays, serving dishes
- Cooker instructions are in the drawer next to the cooker.



Wi-Fi

Wi-Fi is now available in the hall. The code is displayed on the noticeboard near the box containing the router.

Please **do not** open the box storing the router or unplug the Wi-Fi.



Hot Water & Heating

Inside the kitchen near the small hand basin the hirer will find the controls for the hot water.

The kitchen hot water is operated by the white switch.

The toilets' hot water is operated by inserting the key on the hall key ring into the silver control and turning the control. To remove the key it is necessary to turn this water heater off.

Please remember to turn off both controls at the end of your booking.

During the colder months the hall heating will be programmed to be turned on for the duration of your booking. Hirers can control the level of heat by using the dial situated above the noticeboard to the right of the kitchen door.

Please remember to reset the dial to LOW at the end of your booking to ensure the heating turns on for the next hirer. No one likes to enter a cold hall!

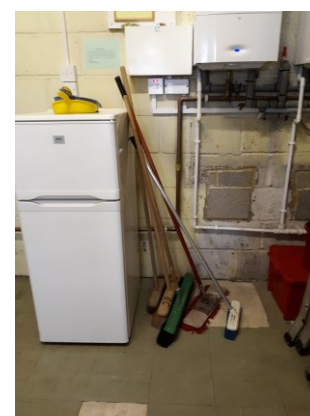


Hall Cleanliness

The Edlesborough Memorial Hall successfully operates a *'leave as you wish to find'* system.

All the equipment required to clean the hall can be found in the boiler room which can be accessed through the kitchen. The vacuum cleaner is stored in the cupboard in this room.

Failure to leave the hall in a satisfactory condition may affect your deposit being returned in full.



Hire Fees & Deposit

Please note all payments must be made by direct payment or cash. Once you submit your online booking form you will receive a notification informing you how to make your payment.

Booking Edlesborough Memorial Hall

Once you have reviewed the information above and feel that EMH is suitable for your function please contact the Manager, Penny Pataky with the following information:

- *Date(s) you wish to hire the hall*
- *Purpose of hiring*
- *Approximate number of users/guests*
- *Your contact information*

Once a date has been agreed the manager will then direct you to the online booking form on the Edlesborough Parish Council Website.

Please note bookings will not be confirmed until the booking form, hire fee and deposit has been received.

Miss Penny Pataky
EMH Manager
15 Summerleys
Edlesborough
Beds
LU6 2HR
01525 229358
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www.edlesborough-pc.gov.uk