

# Banningham & Colby Jubilee Hall

*In order to comply with the law, hirers of the hall wishing to use any items of their own electrical equipment (kettles, fryers, disco, projectors, amplifiers etc.) must provide evidence of a PAT certificate.*

*(PAT = portable appliance testing.) If a hirer employs a second party to do catering, run a disco or similar, it is the responsibility of the hirer to ensure that there is a relevant PAT certificate in existence. If the electrical equipment is still under guarantee, then a certificate is not required.*

We would be grateful if all those persons hiring the hall would take note of the instructions below. Failure to do so creates problems for subsequent users of the hall and makes additional work for the cleaning staff. When the chairs are piled too high, it is difficult to remove them. If the tables are not stacked properly, they will become damaged over time.

With effect from July 1<sup>st</sup> 2007 smoking in all indoor places has been **banned**. A **NO SMOKING** policy will operate in both the Village Hall and the Sandy Lane Club. **The hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.**

## IMPORTANT NOTICE

Please leave the chairs as laid out on the perimeter of the blue carpeted annex and please do not place further chairs on top of them. This is for the convenience of those persons who require relatively few chairs for their meetings. Please place chairs behind the screens no more than 6 high for ease of removal.

Please pay careful attention to the instructions for storing the tables. Place the first table on the trolley according to the label and the remainder will easily be accommodated by the trolley. Please do not pile tables on top!!

Kindly close heating vents before vacating the hall.

The management appreciates your co-operation.