



PENCOMBE AND LITTLE COWARNE PARISH HALL

PENCOMBE
HEREFORDSHIRE
HR7 4SH

Registered Charity 505000

USER INFORMATION

The Hall Management Committee comprises five elected members who meet every month, in addition the various hall user community groups and parish organisations are invited to nominate representative to attend the hall users meetings and the AGM which is a maximum of three meetings a year.

The hall management committee want you to enjoy the hall and its facilities but we need your help to keep it in a clean and reasonable condition.

Terms and Conditions of Hire.

Summary Terms & Conditions of hire are summarised on the booking forms that you complete and sign.

Full terms and conditions are displayed on the Hall notice board in the foyer and on the website www.plcph.co.uk

Charges for Hire

There is a basic framework of hire rates which are based on what it costs to operate the hall, undertake repairs and save for future improvements. The Parish Hall is a registered charity and as such we aim to keep the rates fair for all users and keep the charges under constant review.

Heating

The hall boiler uses about £800 of heating oil every year. Please help us control the heating costs by keeping the outside doors closed during the heating season. The hall can become very cold very quickly if the outside doors are open – especially if two or more doors are left open at the same time. The foyer is run a slightly lower temperature than the hall, so please keep the main doors shut as much as possible. The cupboard containing the central heating boiler is now locked. The programmer controlling the timings and temperature is updated every week. Please can you advise us if the hall was too cold for your session, but help yourselves by keeping the doors closed.

Storage on site

There is very little spare storage space available in the hall, however if you have a need to store items temporarily prior to or immediately after your event booking please contact a member of the committee who will advise you if we can assist with storage.

Lost Property

his put in a plastic crate and stored in the committee room. As and when the crate gets full, its contents are disposed of.

Cleaning

The hall is cleaned on a regular basis by Ursula Chamberlain. However all hirers are expected, as agreed in their hiring agreement, to make sure that after their session the hall is clean and tidy with the furniture and equipment put away or returned to where it was found.

Cleaning Equipment

Located in the kitchen is a cupboard of basic cleaning equipment to clean the hall, committee room and the kitchen. Please use the equipment to clean up any spills etc and also at the end of your session. The equipment colour is blue and so too are the disposable cloths for the hall, committee room and the kitchen. Please replace the equipment in the cupboard after use.

Main Hall Floor

The timber floor has been sanded and sealed with a hard lacquer. The furniture in the hall has either plastic skids or felt pads but please do not drag furniture or equipment across the floor as this invariably scratches the lacquer. Please sweep it after your event using the dust-mop broom. The floor is regularly cleaned with a specialised scrubber/dryer machine to keep it in good condition. If you have to mop up a spill please use the minimum amount of water and do not allow large amounts of water to soak the floor.

Lavatories

Cleaning equipment for the lavatories is located in the 'Disabled Toilet'. The equipment colour is red and so too are the disposable cloths for use in the lavatories.

Rubbish

Herefordshire Council now charge for all rubbish to be taken away from the hall. The Local Authority wheelie bin is only emptied once a fortnight and has insufficient capacity for large amounts of rubbish. The hall management committee is charged extra if the bin is overfull. Hirers using the hall for parties, receptions and special events are reminded their hiring agreement states they must remove their rubbish from the premises and dispose of it themselves. Black bags are in both the cleaning cupboard in the kitchen and in one of the drawers to the left of the cupboard.

Chairs and Tables

There are 120 turquoise cushioned chairs and 10 red cushioned chairs. The turquoise chairs are stored on trolleys in the hall storage cupboard and the red chairs are stored in the small committee room. It is best to wheel the trolley out into the hall in order to unload or load the chairs. Likewise with the table trolley – bring it out into the hall to unload and load. The fabric of the chairs will get grubby through food and drink spills. Please clean up any spills. If there are any chairs that you are unable to clean, please put them into the committee room and let us know as soon as possible.

Committee Room

There is seating and tables for 10 in this room. Documentation relating to the Hall which is available to the public is stored on the upper shelves of the unit in the committee room.

The tall fridge is temporarily relocated into the committee room because it is used so rarely.

The Kitchen

Please ensure all kitchen equipment, crockery, cutlery is clean and stored in the appropriate cupboard at the end of your event. Any damage or breakages should be reported to a member of

the management committee as soon as possible. The management reserve the right to charge a hirer for the replacement of broken or damaged equipment.

Problems, complaints or concerns

Please do not hesitate to contact a member of the management committee if there is a problem. We will endeavour to resolve the matter as swiftly as possible.

Finally

If a hirer leaves the hall in an unacceptable state we will contact the person named on the agreement as soon as possible by email or phone. Please don't take offence or feel victimised if we contact you. It will be because we are unhappy about the state of the hall following a hiring for which you are named as the applicant. We appreciate that you may need to refer this matter to other people who might have had responsibility on the day, but if your name is on the form, it will be you that we contact. We are running a facility for and on behalf of the community and we need your support and cooperation in order to achieve this objective. So please make sure there are people who will be responsible for clearing up properly and that there is sufficient thought given beforehand for clearing up and sufficient resources on the day to get the job done.

Yours sincerely

Pencombe and Little Cowarne Parish Hall Management

Chairman:	Andrew Mottram	01885 400311
Secretary/Treasurer:	Mo Willcocks	01885 400766
Bookings:		
Building/heating:	Nick Stannard	01885 400617
Outside maintenance:	Colin Hadley	01885 400337