



PRIORY HALL

Priory Hall – Notes for Users

1. Please acquaint yourself with the Health & Safety notes. Copies of these are also on the Noticeboard in the entrance lobby.
2. Please ensure, on leaving the Hall, that the heating thermostat is reset to 10 and that all lights (including those in the toilets) and taps are turned off.
3. If you wish to use the public address system, housed in the cupboard in the larger room, the keys can be found in the cupboard in the smaller room housing the electric meters. The mains switch is in the bottom section and the microphones in the middle section. After use, please make sure that the microphones and mains switch are turned off, and that the cupboard is locked and the keys returned to the other cupboard.
4. Please leave the Hall as you would wish to find it. We employ an excellent cleaner, but obviously we can't afford to pay for her to clean the Hall every time it has been used. We therefore rely on the good will of the users of the Hall to help to keep the Hall clean and tidy, for the sake of the next users. There are plenty of floor brushes, a vacuum cleaner, and other cleaning equipment in the store room near the kitchen door.
5. If you find anything wrong with the Hall, such as faulty lights, heating etc., it would be helpful if you would let us know by contacting one of the officers named below, so that any problems can be sorted out as soon as possible. Also, if you have any queries about what facilities, equipment and tableware are available, please ask.
6. If you need to move the chairs and/or tables in the large hall, it would be very helpful if you would stack them at the far end of the hall (the churchyard end) after your event.
7. **Privacy Statement.** We will store securely any personal information (including contact details) that you have given us as part of your booking and will use it only for the following purposes:
 - To prepare booking schedules, invoices and receipts;
 - To communicate with you about your booking.

THANK YOU FOR HIRING PRIORY HALL – ENJOY USING IT!

Robert Toft, Lettings Secretary

Tel. 07803 593377

David Turner, Chairman

Tel. 01952 728802

ON BEHALF OF PRIORY HALL MANAGEMENT COMMITTEE