
Information sheet to be given to all hirers of The Sutton Hall

Opening and Closing The Sutton Hall

The Sutton Hall will be opened for your hiring by the Caretaker and will be closed for you at the time you have indicated.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

In case of difficulty please in the first instance contact the Caretaker who lives behind the hall. If they are not available then a list of alternative contact numbers is on the notice board in the main hall.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight only those helping to clear up the Sutton hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Hall Telephone

The Sutton Hall has no telephone and there is no public telephone in the village so you are advised to bring a fully charged mobile telephone for use in case of emergency.

Safety

The Sutton Hall has a no smoking policy.

In the event of a fire The Sutton Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. In the event of an evacuation, all hall users should congregate on the pavement at the junction of Church Rd and the main B4000

The exact location of a telephone, fire exits and fire extinguishers must be noted before the Sutton hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the following page).

Please use the trolleys provided for moving chairs and tables in order to avoid injury. *Please do not stack the chairs more than 5 high.*

The Sutton hall's health and safety file is kept by the caretaker and can be seen on request.

A first aid box and accident report forms are located in a kitchen drawer appropriately marked.

Power Circuits/Heating

The heating for both halls is switched on/off as required. The controls are located on the wall behind the serving bar in the small hall. There are some storage heaters for the kitchen and toilet areas. Please do not adjust these as this will result in the Sutton Hall being too cold or hot for subsequent users.

Car Parking

Church Road leading to the Sutton Hall is a public road and this must not be obstructed. The Sutton Hall car park will accommodate a good number of cars if they are parked sensibly. Disabled parking bays are at the front of the hall.

Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave The Sutton Hall clean and tidy and leave waste in the bins outside or take it home. **In particular we ask you to ensure table tops are wiped clean before being stacked away.**

Faults/ Damage/ Comments

Please report any faults or damage to the caretaker as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of The Sutton hall.

Location and Use of Fire Equipment for Hirers is on page 3

THE SUTTON HALL STOCKCROSS

Location of Fire Equipment for Hirers and Electrical Consumer Units, Light Switches

