**INFORMATION SHEET FOR HIRERS**

**Children’s Parties ONLY**

* **Payment is due in FULL for all Children’s Parties on receipt of the invoice.**
* **Users are not permitted to bring balloons containing glitter/confetti/paper into the building. Standard balloons and Helium balloons are permitted however.**

**Opening and closing the Hall**

* You will be informed in advance where to locate the key safe and how to access same.
* Instructions for use of the building can be found within the Contract Terms and Conditions.
* On exit please ensure that the hall, kitchen and bathroom are left clean and tidy unless you have paid for it to be cleaned (£25 fee applicable to ALL Party Hire) and lights and heating are off including the hot water boiler in the kitchen.

Please telephone either Lou Smith (01367 242142) or Sarah Stoves (07739 464 129) in the event of difficulties.

**Safety**

* Smoking is strictly prohibited both within the hall and on the premises in general.
* In the event of a fire, the hall should be evacuated in an orderly manner using the appropriate fire exits, and the Fire Brigade called by dialling 999.
* The Fire Assembly Point must be noted by the hirer. This is directly across Swan Lane in the entrance to the car park of Eastfield Court.

***To direct the emergency services, the hall’s postcode is SN7 7AF***

* There is no telephone for use within the hall. Hirers are advised to have a charged mobile phone in case of an emergency.
* The exact location of Fire Exits and Fire Extinguishers must be noted by the Hirer on entry.
* The First Aid Box is located in the kitchen in the water heater cupboard next to the sink.
* The stage is not for use and we would ask that the gates are closed either side of the stage whilst the hall is in use. There is potentially dangerous equipment stored there.
* The garden to the rear of the building is not TPHP property and therefore NOT for use by hirers. Should you wish to use this space then you must contact Faringdon Town Council and arrange to hire it separately.
* CCTV is fitted both inside and outside the building.

**Location and Use of Fire Equipment**

* Fire extinguishers are located in the entrance hallway, main hallway by side single fire escape and on the lower floor next to the rear fire exit and on the stage by the stairs.
* There is a fire blanket located in the kitchen.

**Fire Exit Locations**

* Main entrance doors at the front of the hall.
* Fire escape doors are located to the right of the stage and to the left of the mirrored wall.
* There are a further two exists on the lower level under the stage.
* Disabled exits are identified as the Main Entry Door and the Double Doors to the Right of the Stage.
* Please ensure the curtains over the double fire doors are open and accessible during use of the hall.

**Power circuits/Heating/Hot Water**

* The main heating control panel is located to the right of the stage. Should this be used please ensure that it is **TURNED OFF** before you leave the building. To operate slide the right hand switch up to ‘MAN’ and wait for the click and the flame to appear on the display indicating the heating is on.
* Additional Heating – the heating control for the overhead heaters in the Main Hall is located on the wall by the kitchen entrance. **This heating is extremely costly and is on a timed period. Please do not continue to press the button repeatedly.**
* Hot Water in the kitchen is provided by a water heater in a cupboard to the right of the sink. The power switch is located next to it. **Please remember to turn off after use.**

**Please ensure that all electrical sockets/heating/light switches are turned off before you leave the hall.**

**Car Parking and consideration for our neighbours**

* The Pump House Project does not have allocated parking. Vehicles should be parked on nearby roads, in the Market Square or in one of the two council car parks. Parents/Guardians are asked NOT to pick up/drop off children outside the building in Swan Lane.
* Please ask your guests to leave quietly at the close of your event/activity. We would request that all loud noises are avoided wherever possible in consideration of our local residents.

**General**

* You MAY NOT fix decorations near light fittings or above heaters/radiators.
* To fix decorations we would ask that you use Blue tack (or similar) and not sticky tape. Blue tack is not provided and all decorations removed before vacating the hall.
* We would ask you leave The Pump House Project clean and tidy as per your contract. Cleaning equipment is available in the kitchen in the locked cupboard to the left of the doorway and a hoover is located in the entrance hall and in the bathroom – unless you have paid £25 cleaning fee.
* Bins (including bathroom) MUST be emptied and rubbish taken away – we do not have a bin service – unless you have paid £25 cleaning fee.
* If you have used any tables/chairs etc please ensure they are wiped down and stacked away appropriately. In the event that you have paid for party clean up this should still be undertaken.
* Should you require hot drinks please provide your own content. TPHP has a supply of cups, kettle, etc. For cold drinks please bring your own.
* Should electrical items be brought into the hall (eg speakers) then these must be independently PAT tested and suitability and safety of use labelled clearly.

**Failure to comply will result in an invoice being issued for a £25 cleaning charge and is payable immediately upon receipt.**

**Alcohol**

* The Pump House Project is licensed for the sale of alcohol and a bar can be provided on enquiry. There is a flat fee of £50 for this.
* Hirers are responsible for obtaining the appropriate ‘Temporary Events Notice’ from Oxfordshire County Council as applicable.
* NO alcohol is to be consumed OUTSIDE of the building.
* NO alcohol is to be sold by anyone other than the Licence Holder or their trained representative on the premises.

**Faults/Damage/Comments**

* Please report all damage to Lou Smith (01367 242142) or Sarah Stoves (07739 464 129) immediately. Any damage that occurs will be repaired/replaced and the hirer will be liable for the full cost.
* Faults can be logged in the ‘Maintenance Log’ which is kept in the folder next to the hot water boiler in the kitchen.
* The Management Committee welcomes comments and observations from you. Please email us on [sarah.stoves@thepumphouseproject.org.uk](mailto:sarah.stoves@thepumphouseproject.org.uk)

**Security**

* All doors and gates should be properly closed before leaving the hall.

**Activity**

* The use of the hall must comply with our terms and conditions.