



## **Hall User Guide**

**Running your event in a Covid-19 safe manner is a legal requirement.**  
**Please help us to keep everyone safe.**

**Hirer covid-19 cleaning kit:** in the box in the kitchen. More cleaning equipment in the cupboard with the bolt; mop, vacuum, brooms.

**Don't forget to bring:** rubbish bags, food/drink/utensils, gloves for cleaning. Kitchen only provides access to drinking water, no hot drink or washing up facilities.

**Front door:** please keep closed, otherwise can be damaged in any wind.

**Parking:** overflow is Station Road (next left towards Welshpool). Please not on main road, Tramway, Tregarthen Lane, Penygarreg Lane. No parking by artwork or on gravel – blocks fire exit.

**Lights:** entrance hall and main hall row 3 from panel by front door. Other main hall lights and kitchen lights from panel in kitchen. Toilets, store rooms and outside lights on 10 minute occupancy sensors. Please ensure you turn off all switched lights before you leave.

**Heat:** button in kitchen controls kitchen and main hall. Button by disabled toilet controls side room and toilet heaters. Each button press gives one hour – for toilet heaters, pull the string for 30 mins each. Main hall will stay warmer if doors to entrance and side room are kept closed. Main hall has a thermostat if you get too hot – please turn it back up before you leave.

**Furniture:** chairs and tables in storerooms; please only use the items from the storeroom accessed from the main hall. Please stack according to the diagrams.

**Window keys:** on windowsills throughout, please keep the building well ventilated. Don't forget to close and lock windows before you leave!

**We are a 'self-service' hall. Before you leave, please:**

- turn off what you turned on (except heating and sensor lights, will turn themselves off). Make sure no taps have been left running.
- take away what you brought in, including all rubbish, **there is no rubbish collection from the hall**. Do a thorough sweep of the hall to ensure no litter or lost property is left.
- put things back where you found them
- as well as your Covid-19 cleanup, please leave the hall as you would wish to find it; sweep up all rooms used, clean up any spills, check toilets and replace any empty toilet rolls.
- Something not working/broken/missing? It happens - please let us know so that we can fix it.

**Thank you for hiring Pant Memorial Hall. We hope that your event goes well.**