



## **Hall User Guide**

**Don't forget to bring:** rubbish bags and tea towels. (and please take both away!)

**Cleaning:** washing up liquid and sponges, wipes and sprays in the kitchen. Mop, vacuum, brooms in the cupboard in the bar area.

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

**Parking:** overflow is Station Road (next left towards Welshpool). Please do not park 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 that you turn off all switched lights before you leave.

**Window keys:** on windowsills/hooks throughout, **please keep the building well ventilated.** Remember to close and lock windows before you leave. Keys must go back on windowsills – **please check that you haven't taken any keys by mistake!**

**Heat:** all heaters are individually controlled. Instructions are posted on the noticeboards. This will give a 'boost' in 30 minute increments. Please help us to control costs; only boost the heaters that you need and cancel boost if not needed. **Do not place anything on the heaters.**

**Furniture:** chairs and tables in storerooms. Please stack/replace items as you found them (pictures on walls!) Do not mix chair types in stacks. Trolley works for all chairs, please do not drag furniture. Please use table rack as indicated, **do not force tables into rack.**

**Music:** speaker controller by bar area hatch, bluetooth transmitter and instructions on wall in bar area together with USB charge points.

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

- Turn off what you turned on. Sensor lights and heater 'boost' will turn themselves off. Check no taps left running.
- Take away what you brought in, including all rubbish. **There is no rubbish collection from the hall.** Sweep the floor and ensure no litter or lost property is left.
- put things back where you found them
- Please leave the hall as you would wish to find it; sweep up all rooms used, clean up any spills, check toilets are flushed 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.**