

HALL QUICK CHECKLIST

It is recommended that hirers and sub-committees conduct a pre-use and after-use inspection of the facility.

Any equipment deemed unsafe **MUST NOT BE USED** and must be reported to the Booking Officer immediately.

Nails, screws, thumbtacks etc. are not to be used in the facility. The Hall has a picture rail and provides appropriate hooks etc. for hanging posters etc.

Adhesive materials (sticky tape, Blu-tak) are not to be used on walls or floor under any circumstances.

The setting up of tables and chairs is the responsibility of the hirer or sub-committee, as well as returning them to the allocated storage areas. Tables and chairs are not to be dragged across the floor.

Users of the stage sound equipment must return it to the sound cupboard.

Users of the loft lighting must ensure that all lights are returned to back-of-stage operation.

When leaving the facility turn off all lights, heaters and lock all doors securely.

PLEASE BE AWARE THAT THE SOLDIERS MEMORIAL HALL IS LISTED AS ONE OF COUNCIL'S HERITAGE BUILDINGS.