

Combe Mill Society Room Hire Agreement



Information sheet to be given to all hirers

Opening and closing Combe Mill premises

You will be advised upon booking from where you can collect the keys to the Tea Room or Foreman's Office. After locking up they must be returned there immediately.

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.

Please telephone 01993 891851 in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the room should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Safety

Combe Mill has a No Smoking Policy.

In the event of a fire, the room(s) should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the room 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.)

If using the Foreman's Office please return chairs and tables to the storeroom if you have removed them.

Combe Mill's health and safety file is kept in the Foreman's Office.

A first aid box is located in the kitchenette area of both rooms.

Evac chair

There is an evacuation chair just inside the store room for use in the event of an emergency.

Power circuits/heating

The heating control for the Foreman's Office is located on the wall by the front door. Wall mounted halogen heaters exist in the Tea Room and work in pairs. The switch for the heaters nearest the folding doors is on the wall near the fire alarm panel. The switch for the heaters nearest the servery is located on the wall to the right of the door leading to the toilet lobby.

There is an additional hire cost for heating the Tea Room.

Please let the Bookings Manager know if you need the room to be particularly warm or cold.

Tea Room Awning

The operating handle for the Tea Room awning is stored inside the room and the attachment point is at the river end of the awning. Take care when extending the awning to slow down as it reaches the wind constraints to prevent damage to the locating pegs.

Please rewind the awning before leaving.

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Combe Mill telephone

The Mill telephone is located in both the Tea Room and Foreman's Office. This is for emergency use only and has a list of contact numbers beside it.

Car parking

The drive leading to the Mill must not be obstructed. The Mill yard car park will accommodate a good number of cars if they are parked sensibly.

Cars are not allowed on the grassed area/garden/picnic area.

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 (preferably white) if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

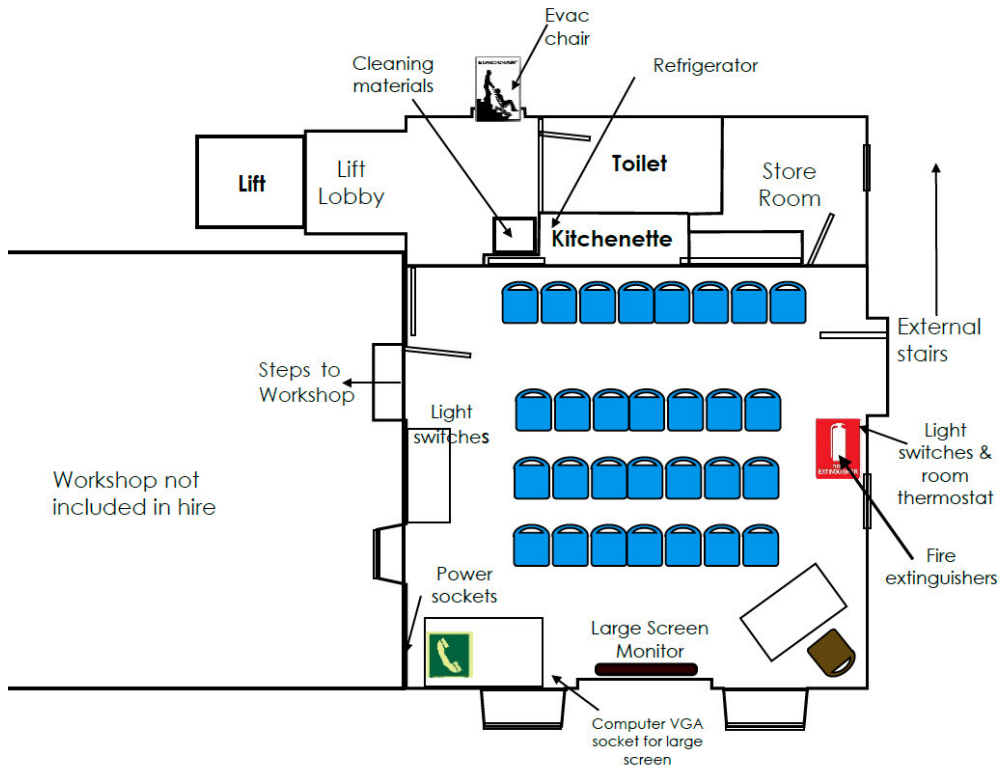
Please leave the room clean and tidy and leave waste in the bins or take it home. In particular we ask you to ensure table tops are wiped clean before being stacked.

Faults/ damage/ comments

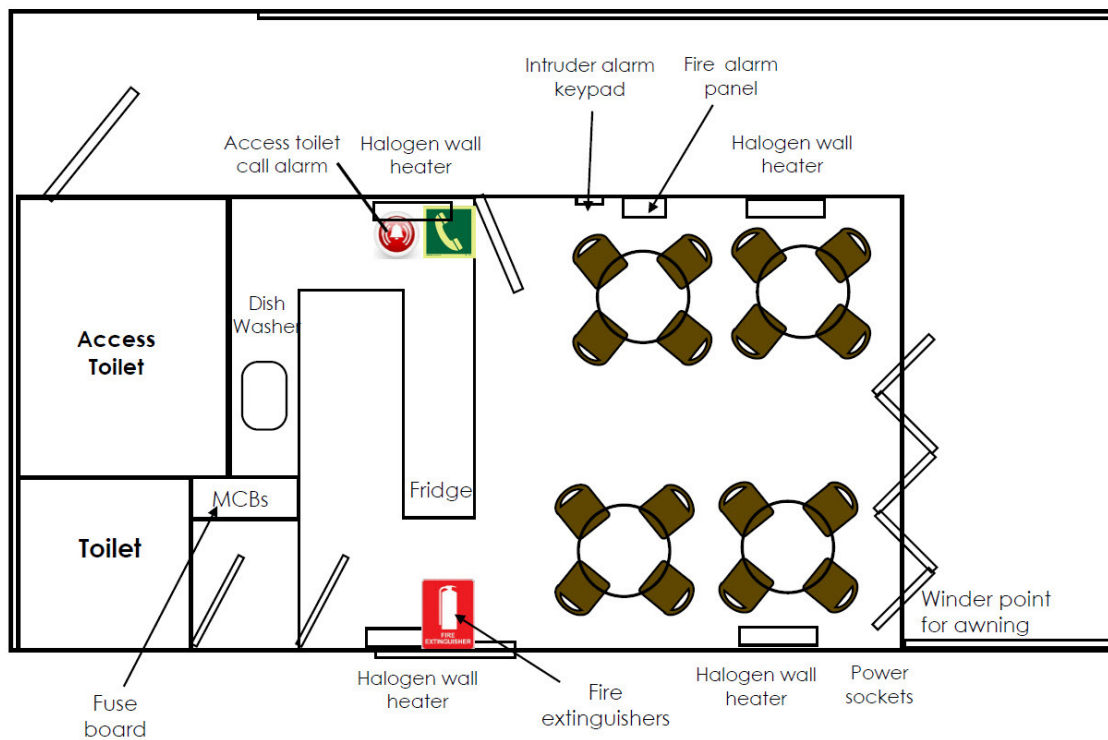
Please report any faults or damage to the Bookings Manager as soon as possible so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of the room.



Location and use of fire equipment for hirers



Foreman's Office Layout



Tea Room Layout