**The Old School – Guidance Notes for Hirers**

**Thank you** for hiring The Old School - we hope your event is a big success! To make the most of your experience, please note the following:

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| KEYS | Arrangement for collection and return of keys should be made with the Bookings Secretary at the time of booking. |
| HEATING | A master control near the kitchen servery controls the timing and temperature of the central heating. All radiators are fitted with thermostatic valves: please make sure that these are set back to the ‘Frost’ (\*) setting before leaving. The heating can be turned on in advance by arrangement with the Bookings Secretary. |
| PARKING | There is no parking available at The Old School – street parking only. Please ensure that your guests park with consideration for local residents. Church Hill and School Road are on a bus route with double decker buses in operation: parking must be restricted to one side of the road, and the turn from Church Hill into School Road must be kept clear.  By arrangement, the School Road gate can be unlocked for delivery of catering supplies and equipment etc. Vehicles may not be left on the hard standing for longer than needed for loading and unloading. |
| TABLES & CHAIRS | All booking fees include use of tables and chairs, subject to availability. A quantity of tables and chairs can be reserved by arrangement (subject to availability).  Please take care when handling tables and chairs and use the trolley provided for moving stacks of chairs. All tables and chairs should be returned to their original position after use. |
| LOVER GREEN | Users of the building are welcome to use Lover Green but should be aware that this is a public space open to the community. An area of the Green may however be roped off for exclusive use (but not parking of vehicles) in conjunction with a room hire by arrangement via the Bookings Secretary and on payment of an additional fee. |
| Wi-Fi | Free Wi-Fi is available: look for BT\_Guest\_Wi-Fi in your device settings. Up to 13 users may be connected at one time. If you require more users, please discuss with the Bookings Secretary at the time of booking. |
| MARQUEES,  BOUNCY CASTLES ETC. | No marquees, bouncy castles, barbeques or other equipment may be used on the Green without express consent. Additional conditions, including insurance and production of relevant inspection certificates, may apply and additional charges may be made. The launching of helium balloons and chinese lanterns from the Green is prohibited. |
| USE OF KITCHEN | Use of the kitchen is included in the hire fee. Hirers should note that the kitchen may also be used by hirers of other rooms. However, exclusive use of the kitchen may be available on payment of an additional fee. Hirers will be advised at the time of booking if the kitchen is not available due to exclusive booking by another hirer. |
| SAFETY | In the event of a fire, the building should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. Please note that the building does not have a publicly available landline and mobile phone signals in the village are weak. You are responsible for ensuring that someone who will be present for the duration of the booking has a mobile phone with wi-fi call capability, and that that person logs into the wi-fi network on arrival as outlined above.  The exact location of the fire exits and fire extinguishers must be noted before the building is used, and the manner of opening Fire Doors should be made known to your guests. Please check that the Fire Doors are unlocked and unobstructed on arrival. The Fire Assembly Point is the wooden pagoda near the pond on Lover Green.  A first aid box is located in the kitchen. All accidents must be reported as set out in Section 16 of the Terms & Conditions of Hire. |
| CONSIDERATION FOR OTHERS | Please ask your guests to leave quietly, especially late in the evening. The building and grounds must be vacated by 10.30pm on weekdays and 11.00pm at weekends.  Do not use pins or cellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations.  Please leave the building clean and tidy. All waste must be removed and taken home. |
| FAULTS / DAMAGE / COMMENTS | Please report any faults or damage to the Bookings Secretary as soon as possible so that they can be rectified.  The Trustees welcome comments or observations that you might have about your hire of the building so that we can continue to improve what is on offer. |
| SAFEGUARDING AND PRIVACY | Lover Community Trust is committed to the Safeguarding of Vulnerable Users. We expect all users of the Old School and Lover Green to share this commitment and abide by the provisions of Section 8 of the Terms & Conditions of Hire. Regular hirers are expected to have their own Safeguarding Policy and to provide a copy on request.  Personal details collected via the Bookings Form will be used for the sole purpose of managing the booking.  Full details of our Safeguarding Policy, Data Protection Policy and Security Policy can be found on our website [www.lover.org.uk](http://www.lover.org.uk). Copies are also available from the Bookings Secretary on request. |

Further guidance is available if required from the Booking Secretary:

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