

Information about the Jubilee Institute

Opening and closing the Jubilee Institute

Instructions for gaining entry to and closing the Jubilee Institute will be provided by the caretaker, at the time your booking is confirmed following receipt of a deposit.

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.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight, only those helping to clear up the premises should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Safety

The Jubilee Institute has a No Smoking Policy.

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in accordance with any instructions.

First aid boxes are located in the Main Kitchen , the Cheviot Room and the Coplish Room.

The Accident Book is located in the Main Kitchen

Power circuits/heating

The heating controls for the Armstrong Hall are located in the Main Kitchen on the wall alongside the hatch. You can turn the heating on using the booster control for up to 2 hours at a time but you will need to re-boost after 2 hours if necessary. Please let the caretaker know if you need the premises to be particularly warm and the heating can be turned on for you in advance of the hire period.

Hall telephone

An emergency telephone is located in the Main Kitchen. It is restricted to outgoing 999 calls **only**. The premises have no other telephone for either outgoing or incoming calls and, although the nearest Public Telephone is located just outside on The High Street, you are advised to bring a fully charged mobile telephone for use in case of emergency.

Car parking

The lane to the rear of the premises is a public road and this must not be obstructed.

Consideration for others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the vicinity of the premises are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

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

Faults/ damage/ comments

Please report any breakages, faults or damage to the caretaker 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 village hall.