



NEUAD BENTREF FREYSTROP

FREYSTROP VILLAGE HALL

NOTES FOR HALL HIRERS, PARTY & EVENT ORGANISERS

1. Car parking is limited. Once existing spaces are filled please park on Moorland Road in the DAYTIME. In the EVENING you may park in Furniture Directory car park. UNDER NO CIRCUMSTANCES must there be parking on the pavement, grassed area or hill outside the Hall as this impairs visibility at the junction.
2. Please do not use bluetack or sellotape on walls to put up decorations. Use existing nails around the room or use drawing pins attached to the wooden battens on ceilings. All decorations to be removed at the end of the event.
3. Single use plastic should not be used in the hall. If hall items are used please wash, dry and put away in cupboards. Please bring your own dish cloths and tea towels. The cooker and microwave are only to be used for warming previously cooked food. Do not allow children into the kitchen unsupervised.
4. Any party equipment brought into the hall e.g. Bouncy Castle, Bucking Bronco must have all the necessary insurances in place. Proof of insurance will be required prior to entry to the Hall.
5. Emergency exits must not be obstructed with tables and chairs. If the emergency exit has to be left open it must be supervised.
6. In the event of an accident please complete an accident form in the red file in the rack next to the stage. If an ambulance is required the postcode for the hall is SA62 4HA. A First Aid box is sited at the entrance to the Ladies' toilet.
7. If using plastic backed chairs please return them to the left hand cupboard on the stage. If using more than 3 tables please return the extras to the right hand cupboard on the stage.
8. Please brush the floor and **take away all rubbish**. Please turn off the heating and lighting.