

HALL BOOKING USER MANUAL



**Fire
Procedures**



WiFi



Kitchen



Cleaning



Lighting



**Tables and
Chairs**



Heating



**Emergency
Contact**



Parking





USER MANUAL

Welcome to Linmere Halls. This manual covers everything you should need to know while using the hall space for your booking. Please take the time to read this manual and ensure you are familiar with the spaces to ensure your event is a success.

The manual covers:

Fire Procedures

Kitchen Facilities

Heating Settings

Lighting

WiFi Details

Table, Chairs & other Equipment Details

Cleaning Requirements & Rubbish Disposal

Car Parking

Emergency Contact Details



IMPORTANT

All hall customers are required to familiarise themselves with the instructions in this manual. Any failure to comply with the regulations, or misuse of the facilities, may affect your deposit return.





FIRE PROCEDURES

The hall Fire Risk Assessment and Emergency Procedures are clearly displayed in the Lobby of The Farmstead Halls. The Hirer must take the following action in the event of a fire:



01

Call the Fire Service:

Call 999 immediately and provide the location details.



02

Evacuate the building:

Leave the building calmly and quickly, using the exit points detailed below.



03

Direct everyone to the nearest exit:

Help others, if safe to do so.



04

Use fire equipment, only if safe to do so:

Do not put yourself at risk.



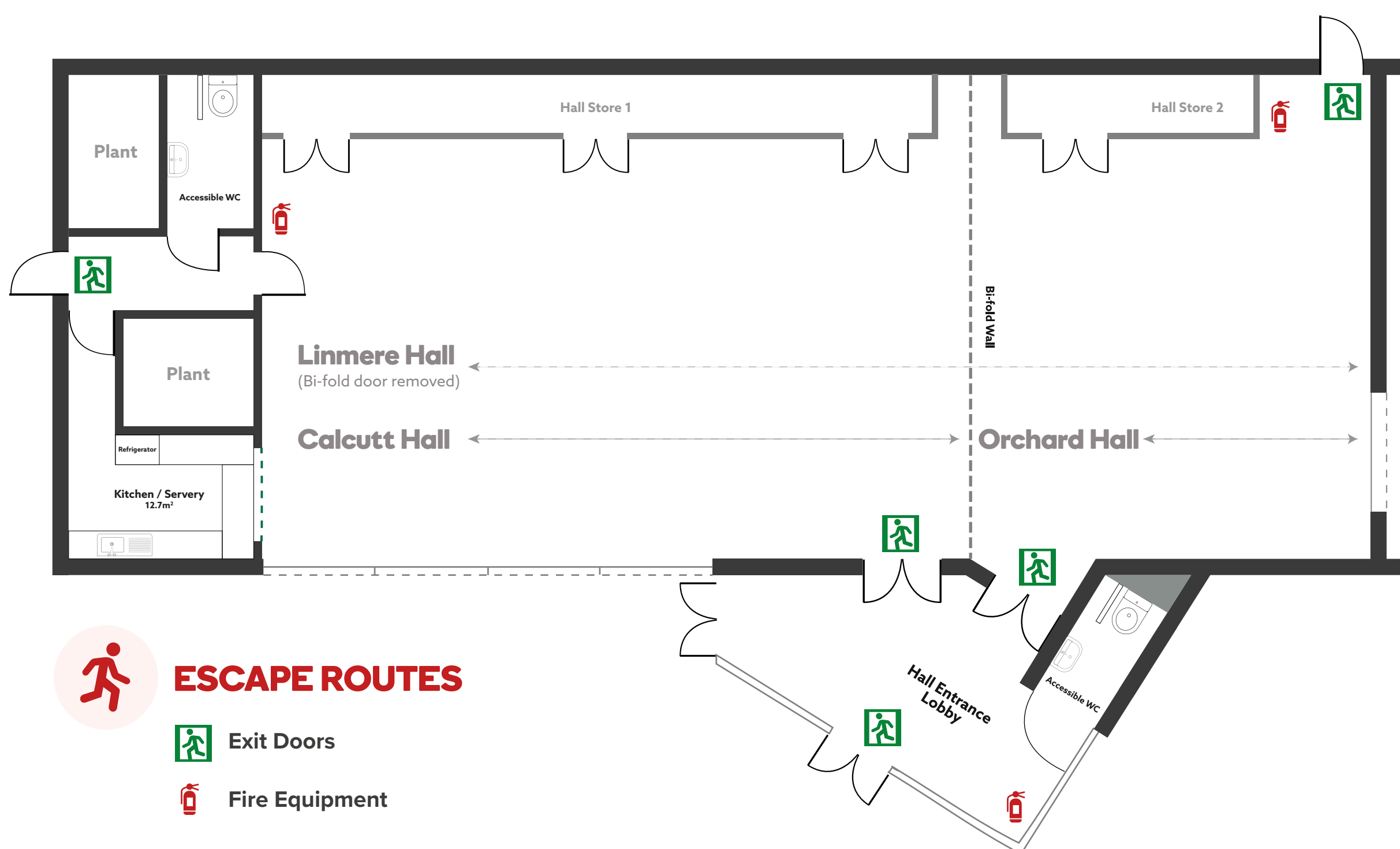
IMPORTANT



Keep fire exits clear and closed at all times



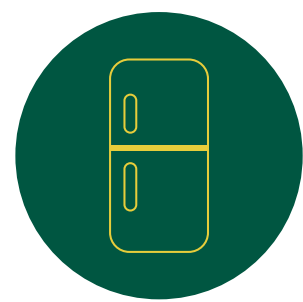
Do not block any fire exits or doors





KITCHEN FACILITIES

Anyone booking Linmere or Calcutt Hall, will have access to the kitchen facilities. These are provided on the basis they are used only for the storage and preparation of food and beverages.



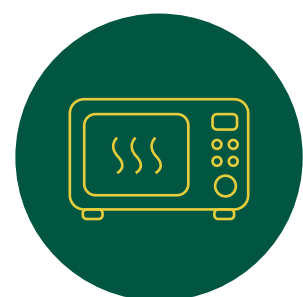
Fridge Freezer:

This is provided for the storage of fresh or frozen food and beverages, and must be left in the condition it's found, at the end of your hire period.



Electric Hob and Oven:

This is provided for the serving of pre-prepared dishes, and not for 'scratch-cooking' for any events hosted in the space.



Microwave Oven:

This is provided for the heating of pre-prepared food and beverages only and should not be used to heat anything other than consumable items.



Urns and Kettle:

These are provided for the heating of hot water for tea and coffee only, and must not be used for any other purpose.



Various Crockery Items:

These are provided as back-up or spares to supplement your own provision of crockery for your event.



IMPORTANT

The kitchen, and its facilities, must be cleaned and returned to the condition it was found at the start of your hire. Any crockery must be washed and stored. Failure to clean the kitchen may affect your deposit return.



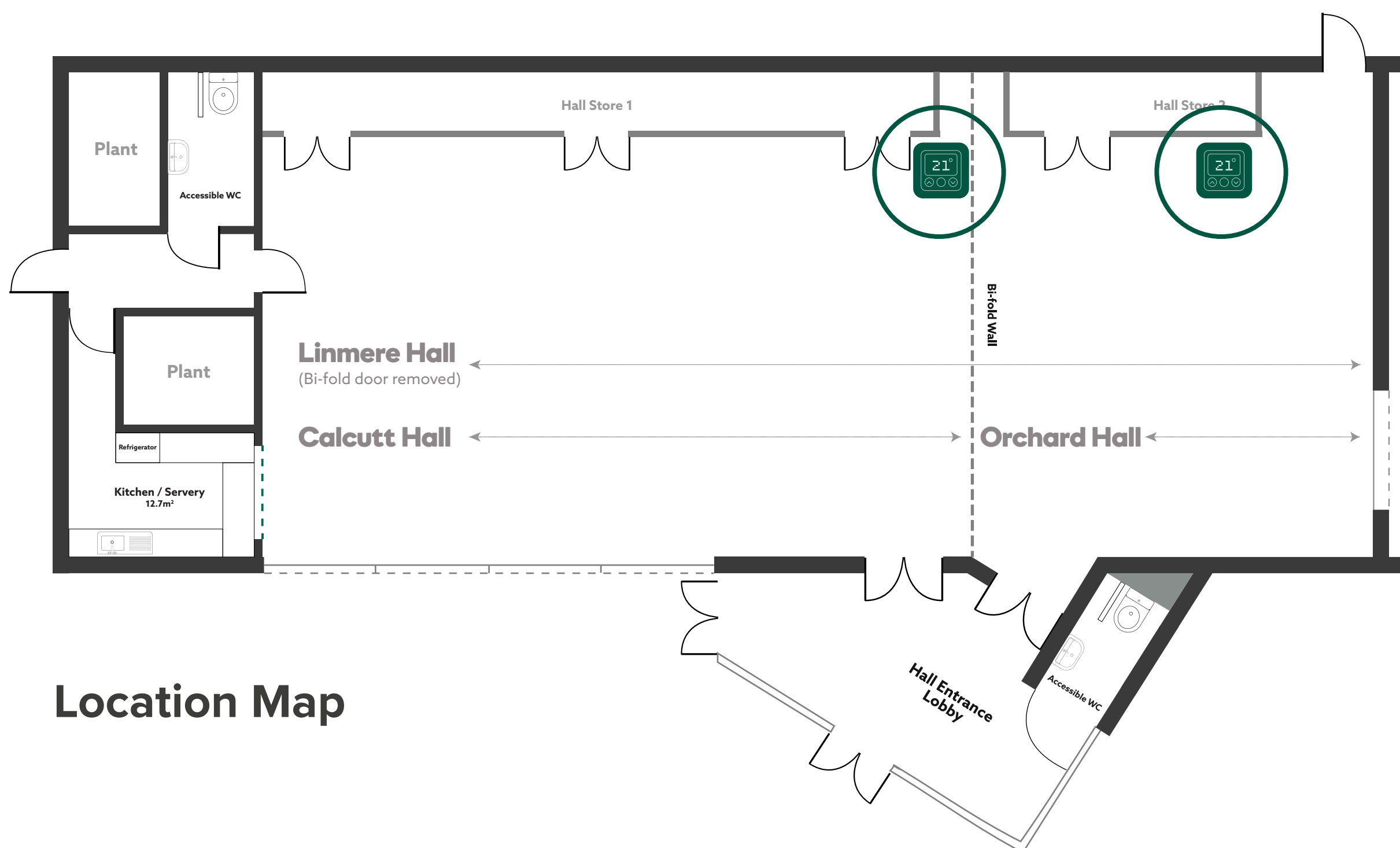
Hirers are not permitted to bring and use their own cooking equipment on the premises, in any circumstance.





HEATING FACILITIES

The heating in The Farmstead Hall is controlled via two panels. One is located in Orchard Hall and the other in Calcutt Hall.



Location Map



To switch the heating on hold the 'ON' button for three seconds. Adjust it using the temperature buttons. The heating has three modes.



IMPORTANT

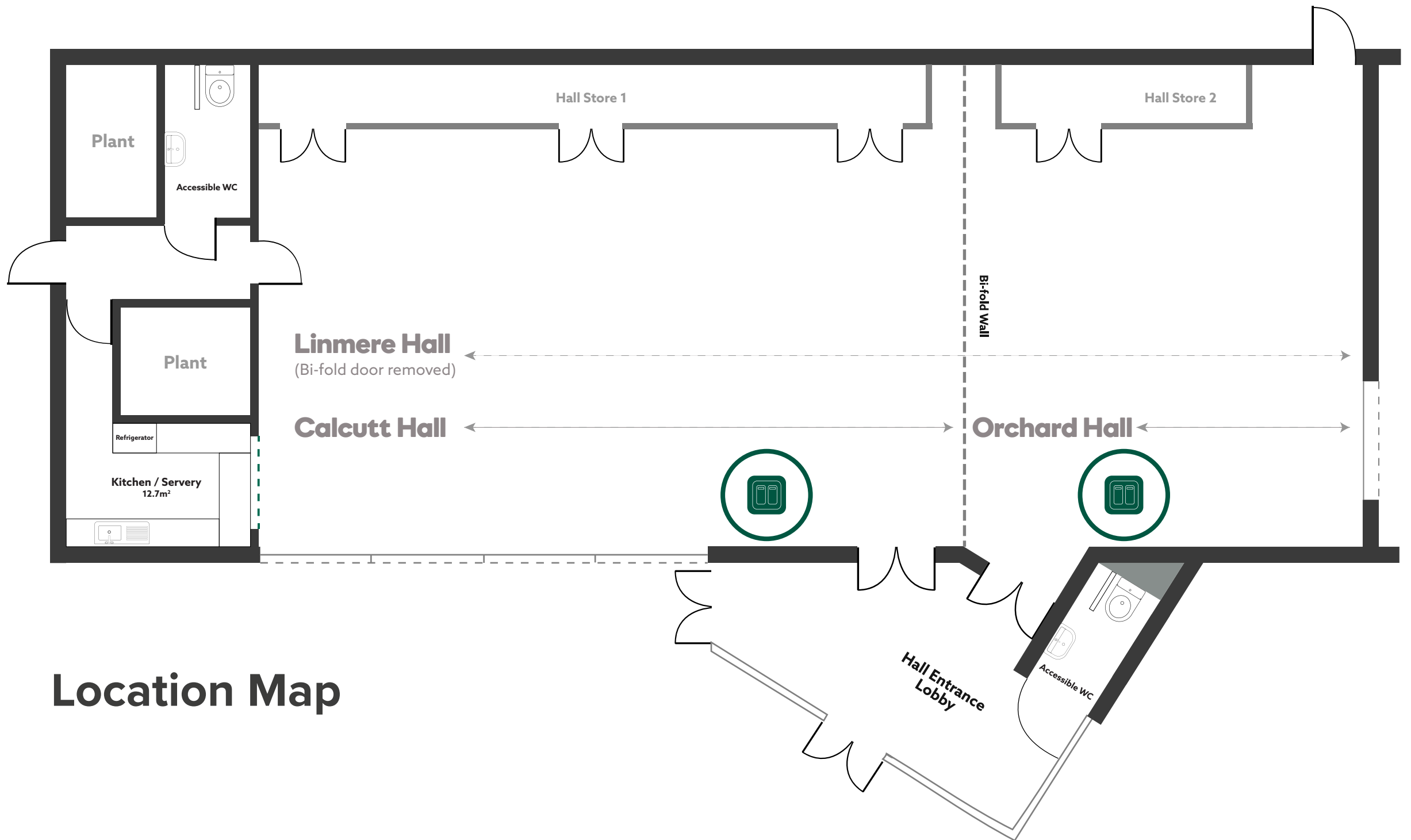
At the end of your hire period, please switch off any heat or cooling boost you've used during your event.





LIGHTING

Light switches are located in Calcutt Hall and Orchard Hall.



Location Map



IMPORTANT

Lights must be switched off at the end of the hire period.





WIFI ACCESS

The Farmstead halls have access to free WiFi. You will find several posters are in the spaces detailing the login code.



LINMERE WIFI CODE:

freewifi





TABLES, CHAIRS AND OTHER EQUIPMENT

All hall equipment is stored in the long cupboards located down the side of Calcutt Hall. Hall equipment includes:



18 round tables approx. 2m diameter:

These will accommodate up to 6 guests, for your event. At the end of your event, you are required to stow the legs, and return them to the cupboard.



2 rectangular tables approx. 2.5m length:

These are located in Calcutt Hall, close to the kitchen serving hatch. At the end of your event, you are required to return them to that position.



130 chairs:

At the end of your event, chairs must be stacked no higher than 25.

Chairs with arms should be stacked separately, to prevent the risk of falling.



1 x TV screen with HDMI cables for connection

You will need an HDMI port to connect your laptop. At the end of your event, the screen will need to be returned to the cupboard.



IMPORTANT

Damage to items or failure to return equipment to the storage cupboard may affect your deposit return.





CLEANING AND RUBBISH DISPOSAL

It is the responsibility of the hirer to clean the hall at the end of the hire period. Cleaning equipment, including a mop and bucket, hoover and broom are stored in the cupboard in Calcutt Hall, which is clearly labelled for hirer's ease.

The hirer is required to supply their own cleaning consumables including bin bags, washing up liquid, and cleaning sprays.

All rubbish, incurred by your event, must be removed from the premises by the hirer. It must not be placed in the cafe's bin store or in the bins around The Farmstead courtyard. If rubbish is left and has to be removed, this may affect your deposit return.



IMPORTANT

If the hall is not left in the condition in which it was found, at the end of your hire period, we will make an additional charge for professional cleaning.



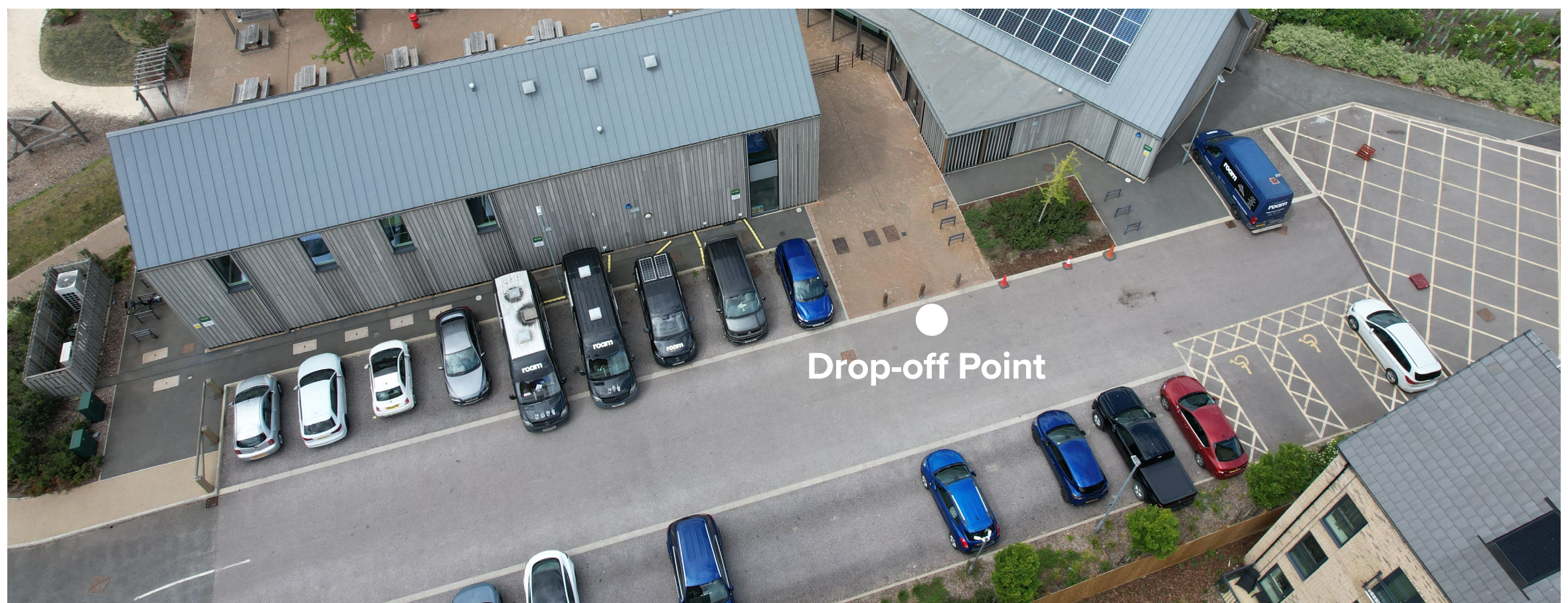


CAR PARKING

When booking the hall, all users are encouraged to park in the Hockett Street Car Park opposite the hall space. This car park is available 24/7 and has CCTV. It has several accessible spaces and several parent and child spaces.



If you require the dropping of equipment outside the hall entrance, you may park in the drop-off point, for a maximum of 15 minutes. Please be aware this area is a pedestrian walkway, please be very careful when unloading equipment. We reserve the right to clamp vehicles left in this area for more than 15 minutes.



IMPORTANT

Double parking or blocking on other vehicles in the car park area, along with parking in the hatched area (to the rear of the Farmstead car park) is prohibited at all times.





EMERGENCY CONTACT

In an emergency, please contact our caretaker via WhatsApp who will be able to support you:



07483 358698

This contact number is a WhatsApp only number. The caretaker will be unable to answer any calls and will respond via WhatsApp. Should the caretaker not be able to assist you via WhatsApp, they will attend site.

