

Stratford St Mary Institute Hall

Hall Instructions

Access and Key Arrangements

The key code required to access the hall key will be issued four days before the event.

The key code must not be shared with any other person. The code is changed regularly.

After opening the key box, the code dials must be rotated to ensure the access code is not left visible.

While on site, the door key must be placed on the hook to the left of the main door. At the end of the hire period, the key must be returned to the key box as agreed.

In case of emergency in the hall, please telephone **07352 317908**.

Preparing the Hall for an Event

The hirer is responsible for preparing the hall for their event and for ensuring that the hall is used in accordance with these Terms and Conditions throughout the hire period.

The Hall is licenced for up to 120 standing or 100 seated, but note that banquet style with tables will be significantly less depending on the arrangement.

Please sweep the hall BEFORE use to ensure it is clean before use.

Tables and chairs are stacked in the far-left hall storeroom

There are 80 soft chairs and 20 hard chairs. The soft chairs should not be taken outside or used for messy activities. Hard chairs may be taken outside and are also good for messy activities, children's parties or arts and crafts.

Failure to look after our equipment will result in a post event charge for remedial checking and cleaning. Every hour is charged at £24 plus repair costs.

Optional Equipment and Storage Areas

Optional Hall equipment right hand cupboard may only be used where this has been agreed with the booking secretary during the booking process. This includes things like the table

tennis table or projector or baking ovens, as there may be specific instructions or deposits needed.

Where use has been agreed, the hirer may access the right-hand cupboard solely to use the equipment discussed. Other items stored there are the property of other village charities or hall users and must not be used or interfered with in anyway.

The hirer is responsible for returning any agreed equipment after use in the condition in which it was found.

Kitchen Equipment

Tea towels and tablecloths are available in the kitchen drawers. This includes two dark green banqueting table covers stored in a cupboard for larger table displays.

Any soiled tea towels or tablecloths must be placed in the laundry basket provided in the cupboard closes to the kitchen entrance.

If a significant quantity of tea towels or tablecloths is used, the hirer is requested to email ssminstitute.caretaker@gmail.com so that laundering can be arranged promptly.

The Institute supplies consumables like toilet paper, soap and cleaning supplies but we advise you to have a contingency plan if high use items run out between cleaner visits.

Equipment

- A hot water urn and two kettles are available along with a domestic microwave.
- A small refrigerator is provided. There is no freezer compartment. Please clean out all food and leave clean at the end of hire.
- There is an electric hostess trolley in the annex room if needed to keep food warm.
- The cooker is a domestic hob and oven and should be cleaned after use. You may notice that there are additional countertop ovens in storage. These should only be used with prior notification and permission and may have a small cleaning fee attached.
- There is a good supply of mugs, teacups, plates bowls and cutlery. However, please do not rely on specific equipment like knives or catering serving bowls etc being available on the day as these items often go missing. It is advised to bring anything essential.

Heating Arrangements

The hall is heated by metered electric heaters, which are individually controlled via mains switch below each one. The heating meter is located between the disabled toilet and the entrance lobby.

Heating is operated using £1 and £2 coins. Hirers are advised to bring an adequate supply of coins.

Care must be taken to insert coins into the correct denomination slot, as coins inserted into the wrong slot will not register and will not be refunded.

Hirers are advised to assess carefully which heaters are required and to avoid unnecessary use. To give you an idea, running one heater for an hour costs 70p. To run all heaters in the main hall would be £5.80 an hour, approximately (Prices correct Nov 2025).

Use of Hall Broadband

Broadband access is available in the hall and is provided by Gigaclear as a community donation.

Use of the broadband connection is entirely the responsibility of the hirer. The Institute accepts no liability for the availability or performance of the connection, and no refunds or compensation will be issued in the event of service failure.

Use of the broadband connection is entirely the responsibility of the hirer. The Institute accepts no liability for any use made of the connection during the hire period.

The broadband must not be used:

- to watch, stream, display, or record live or on-demand television or broadcast content where this would require a television licence or other permission, unless the hirer has obtained the appropriate licence.
- for any unlawful activity, including activity that infringes copyright or other legal rights.

The hirer is responsible for ensuring that all users of the broadband during the hire period comply with these requirements.

Caring for the Hall, Grounds and Neighbours

We take great care to ensure that the hall remains well-maintained and presentable for all events. To assist us in this, we ask all hirers to follow these guidelines:

Floor Protection

- Do not sprinkle sawdust, sand, or any other substances on the hall floor. Ensure the surface is clean with a quick sweep with the red microfibre brush before use.
- Stiletto heels should be heavily discouraged, as they damage the historic dance floor. Damage to the floor will be charged.

- Do not drag tables or chairs across the floor to prevent damage to the varnish. Please lift.
- The Hall floor should be carefully swept after every use, and spot treated with the ONLY the provided PH neutral cleaning spray and a soft cloth. More substantial spills can be cleaned with the 'Hall' mop only.

Decorations & Wall Fixtures

- Do not use Blu Tack, sticky tape, or adhesives on the walls or ceiling paint work. Metal loops are provided around the hall for hanging decorations and bunting.
- All decorations must be fully removed after the event, including ribbons and strings.
- Please ensure flooring and skirting boards are not left dirty.
- Hirers will be charged for repairs if damage occurs.

Noise & Neighbour Consideration

Music must be turned down after 10:45 PM to minimise disruption to neighbours.

Fire Alarm and Fire Safety Equipment

The hall is fitted with a fire alarm system. In the event of a fire or suspected fire, the alarm can be activated using the manual alarm call point, which will sound an audible alarm throughout the building.

If the fire alarm sounds, all occupants must leave the building immediately by the nearest safe exit and move to the assembly point by the playground.

Fire extinguishers are located at points around the hall. They are provided for use only where it is safe to do so and must not be moved or tampered with.

The hall also has wireless smoke and heat detectors which are linked together. Hirers must not adjust, disable, or interfere with any fire detection or alarm equipment. The Hall safety folder contains further information on the system if needed.

In the event of fire, serious injury, or any immediate danger, the emergency services must be called on 999 without delay. Please then telephone us as soon as possible and safe to do so: 07352 317908

Clearing Up and Cleaning after Use

Cleaning, Security, and Damage Cleaning Responsibilities

The hirer is responsible for ensuring the hall is left clean at the end of the hire period. Cleaning materials are provided in the storeroom. Please use the right materials for each space. See guidance on wall.

Please sweep the entire hall floor using the hall broom provided after every session, and spot mop as needed.

Waste Disposal and Recycling

Please follow local recycling guidance. If you are unsure, take waste home rather than placing it incorrectly in the bins as we will charge you to pay someone to sort the bins.

Internal bins should be emptied at the end of your hire into the main bins behind the hall.

External bins must not be overfilled and used correctly. If the waste needs to be re-sorted due to glass or inappropriate sorting, your deposit may be retained.

Glass must be taken away, as it cannot be disposed of at the hall at this time.

We are aware of changes in local rubbish and recycling arrangements in June 2026 and will provide additional information at the hall when we have it.

Furniture Use and Storage

- Please return the hall to the state you found it at end of hire,
- Tables and chairs must be cleaned thoroughly after use and returned to the store cupboard.
- A stacking plan is provided in the cupboard and must be followed. 10 stacks of 8 soft chairs, or 2 stacks of 10 hard chairs, with a clear walkway to the cleaning materials.
- Our new padded chairs should not go outside or be stood on. Black hard chairs may be used outside but please return them to the cupboard clean and dry and dirt free.
- Adhesive tape must not be left on tables.

End-of-Session Security

Before leaving the hall, please complete the following checks:

Waste and Kitchen

- All internal bins have been emptied into the outside bins appropriately
- The back door is securely shut
- The kitchen is left clean and tidy and the fridge is cleaned out
- The kitchen water heater and oven are switched off at the wall
- Kitchen and annex lights are switched off

Main Hall and Store Cupboards

- The main hall floor has been swept and spot cleaned.
- The chairs and tables have been returned to how you found them in the cupboard
- Store cupboard lights are switched off
- The hall side door is closed securely and Main hall lights (including spot lights) are switched off, and heaters are switched off at each main

Toilets and Entrance Area

- The sinks are not dripping or flowing and are left clean and tidy
- Toilets are left flushed and tidy and every cubicle light is switched off
- Toilet and cloakroom lights are switched off and the toilet sink water heaters are switched off at the wall
- The entrance area lights are switched off

Locking Up

- The hall door is locked securely and the key is returned to the key box
- The key box dial is spun so the code is not visible
- A final visual check has been made from outside to confirm all lights are off

Reporting Issues and Breakages

Any breakages or safety concerns must be reported to the Booking Secretary as soon as possible after the event.

Non-urgent issues can be reported using this form:

<https://forms.gle/PVDZH83EFxnAerZPA>

Urgent issues should be reported by phone on **07352 317908**.

Damage

Normal wear and tear is expected. However, the hirer is responsible for any additional or avoidable damage and must cover the cost of repairs or replacements carried out by the Institute's approved suppliers, within a reasonable timescale.