WILLIAM BLAKE MEMORIAL HALL

Registered Charity Number 304631

Market Square, St James' St, South Petherton TA13 5BT

3. INFORMATION SHEET FOR HIRERS

Updated Oct 2025

A warm welcome to the Blake Hall! Please follow the advice below to ensure your event runs smoothly. Remember to also adhere to the Standard Conditions of Hire (Document 2) which form part of your Hire Agreement (Document 1).

KEY CONTACTS - In case of difficulty or emergency, please contact Jo Tudor, Bookings Contact (07415 128261) or Linda Bleasdale, Hall Manager (07894 473908). If they are unavailable, try Francis Blake, Chairperson (01460 241062).

OPENING AND CLOSING THE HALL - The Hall Manager or Bookings Contact will make arrangements directly with you for accessing and leaving the Hall securely. Please ensure all those involved, eg caterers and helpers, are aware of the hire period and know that they should not arrive before or leave after the specified hire times.

HEALTH AND SAFETY - The Trustees of the Hall (Committee) work hard to ensure that the hall is maintained in a safe condition that meets relevant legislation. In return, you must be aware that you are responsible for and have a duty of care towards those attending your event. Please read carefully the health and safety notices on the Blake Hall Notice Board in the main hall.

- **Fire Instructions –** These are on the Blake Hall Notice Board in the main Hall and at each of the fire call points (break glass call points). See Hall Plan overleaf.
- **Accident Book and First Aid Kit –** These are in the Kitchen in the labelled cupboard under the hand washing sink (on the left hand side of the room when you enter).

USE OF THE KITCHEN - Please note the following:

- **Instructions for kitchen equipment** – These are in the labelled drawer at the far end of the kitchen (when you enter). They include dishwasher, fridge, microwave, cooker, water boiler and microphones.
- **Use of Dishwasher** - The entire cycle takes only a few minutes. You **MUST complete the final drain cycle** because the machine is not designed to drain "as it goes". Otherwise, there could be a flood.
- **Hot Water Dispenser** – Please turn it off before you leave.

HEATING - The heating thermostat is in the Main Hall by the fire exit door to the left of the stage. When you arrive, the temperature should be set at 16 degrees centigrade. You may turn it up for the duration of your hire period but it **MUST be returned to 16 degrees** before you leave the premises.

TABLES AND CHAIRS - Please take care when putting out and replacing the tables and chairs. The tables click open but the special tool on the window ledges should be used to dismantle them. Stacks of chairs should not exceed six chairs.

WI-FI - The router is located in the lobby outside of the hall with details of the Wi-Fi address.

CONSIDERATION FOR NEIGHBOURS - The Hall is in the middle of the village and is surrounded by homes. Please respect our neighbours and be considerate about noise particularly after 10pm. Please leave quietly.

LEAVING THE HALL - At the end of the hire period, please:

- **Leave the hall and its surroundings in a clean and tidy condition;**
- **Replace anything which has been moved and close all windows and switch off all lights;**
- **Turn off all electrical appliances and remember to return the thermostat to 16 degrees;**
- **Take away all rubbish; and**
- **Close all doors and ensure main door clicks behind you, and please remember to leave quietly.**

Thank you for your Booking! We hope you enjoy your visit.

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