

A Few Helpful Hints for Portal Hall Users

Thank you for hiring these facilities, we hope you will have an enjoyable event. The care of the Hall is undertaken by a team of volunteers so please help them by using the venue with respect and care and leave the venue as you would wish to find it. When making your booking please allow enough time for cleaning.

At the start of your Hire

- Usually you will be met at the time stated on your booking form by a Volunteer who will unlock the Hall and show you where to find things.
- If necessary, lights and heating will be put on.
- Tables are under the stage and chairs are on the stage. Please lift tables and chairs, do not drag across the floor.
- If you wish to use the PA System please advise.
- If you wish to use the Dishwasher or Oven please speak to the person who meets you.

During your Hire

- The heating will be pre-programmed and is set for the period of your hire. Temperature of heating cannot be adjusted. Please do not change any settings. If you experience any problems please phone 07833703687
- Any spills must be cleaned immediately. Cleaning materials are in cupboard opposite the servery area. Please do not use any cleaning products, only a dry or damp cloth.
- Curtains can be closed with the pull cords on the right side of each window.
- China in the second cupboard is free to use. Please wash and return clean and dry.

At the end of your Hire

- Sweep the floor – broom and brushes are kept in the cupboard in the kitchen opposite the servery.
- Wipe any tables used and put away under the stage – details of how to stack are on the hatch door.
- Return any used chairs to the right side of the stage in stacks of ten.
- Wipe and leave clean all surfaces, sinks and floors.
- All rubbish should be removed and if possible, taken home otherwise placed in Grundon outside.
- Please check and flush all toilets.
- Switch off all lights. There is a push button just below the main light switches in the kitchen area which if activated will give you five minutes of light to get through the Hall. It will turn itself off after that period of time.
- External lights are motion sensitive and will come on and go off automatically.
- Shut all doors. Instructions regarding locking will be discussed when you arrive.
- Please leave quietly especially if late at night!

Thank you for your co-operation

