

## CHAILEY PARISH COUNCIL

### CHAILEY READING ROOM – TERMS & CONDITIONS OF HIRE

#### **Fire and safety**

To ensure compliance with fire safety requirements please note that there should be no more than 50 people in the Reading Room at any one time. The Reading Room is equipped with 25 seats.

In the event of fire evacuate the building, call the Fire Brigade and assemble around the war memorial. If safe to do so use the fire extinguishers and close windows and doors as you leave. A public telephone is located *outside* the Reading Room (near the kitchen door).

No smoking is permitted in the Reading Room and no naked flames are allowed.

A First Aid box is located in the kitchen.

#### **Finding and gaining access to the Reading Room**

For SATNAV and location finding purposes only, the postcode for the Reading Room is BN8 4DA and the OS grid reference is TQ392194. What3words are swooned.leans.little

There is a key pad (a black and silver box) to the left of the entrance door. To open this, push down the black flap on the front fascia. The code number is available from the Clerk. Turn the numbers on the number reels to match the code number, making sure that you line up the four numbers level with the plastic indicators either side of reel (they click into place). Push down the black switch to the left of the number reel and the fascia will open and reveal the key. To close, replace the key inside (make sure the key fob is clear of the fascia box) close the fascia and scramble the numbers.

Should you have any difficulty gaining access to the Reading Room, please telephone the Clerk on 01825 722388 (note that this number is only available during office hours).

There is wheelchair access to the Reading Room itself but no wheelchair access to either the Reading Room toilet facilities or to the kitchen.

## **Use of the Reading Room**

Electricity to the Reading Room is by electric coin meter. To use the electric wall heaters you will need to insert money into the electricity meter in the main meeting room. The meter accepts £1 and £2 coins.

Please do not cover or put anything on or near the electric wall heaters and please ensure that all heaters are turned off at the wall switch after use and before leaving the building.

Please ensure that you remove the kettle and water heater plugs in the kitchen from the sockets after use. Before leaving the building, please ensure that all windows are shut, all lights are turned off and all doors are properly locked.

Please leave the building (including the kitchen) in a clean and tidy condition. Please return all cutlery and crockery to the cupboards. You will be responsible for the cost of any additional cleaning required following your hiring of the building.

Please inform the Clerk if you notice any faulty or damaged equipment by telephoning the Parish Office on 01825 722388 or by sending an email to [clerk@chaileyparishcouncil.gov.uk](mailto:clerk@chaileyparishcouncil.gov.uk)

## **Payment for and cancellation of bookings**

Payment in full must be made within 30 days of the date of hire or within 30 days of the first date of hire in a batch booking, unless alternative payment arrangements have been agreed with the Clerk.

If you need to cancel a booking please notify the Clerk as soon as possible. A cancellation fee amounting to 50% of the booking fee will be payable, but should you cancel within one week prior to the date of the booking (or first date of hire in a batch booking) a cancellation fee of the full cost of the booking will be payable.

