



FIRE PROCEDURES

Raise the alarm by shouting FIRE loudly and calling 999 from your mobile phone.

In the event of an emergency all visitors need to evacuate the building through the nearest fire exit and make their way to the fire assembly point. This is located at the notice board, on the foot path near to the island in the car park.

Hirers/ Contractors must ensure that all persons are out of the building and accounted for – please check the toilets as you leave.

There are fire extinguishers located in the corridor and by the double exit doors from the main hall. A fire blanket is located in the kitchen.

Fire notices are on the wall with instructions for you – please read them when you arrive BEFORE you start your activity.

The kitchen shutters are also a form of fire protection. If there is a fire and it is safe to do so, please close the shutters.

SEVERE WEATHER

In case of emergency closure through bad weather, we will endeavor to contact you at the earliest opportunity. Should communication not be possible, please check our website 'News' page and Facebook for any announcements.

Whitwick Park Hall

North Street
Whitwick
Coalville
Leicestershire
LE67 5HA

Normal Contacts

Phone: 01530 459527
Caretakers: 07704 341837

Emergency Contacts

Parish Mobile – 07787 588760

Whitwick Community Office

3a Market Place
Whitwick
Coalville
Leicestershire
LE67 5DT

The Community Office is normally open on:

Tuesdays 10:00 – 13:00

Wednesdays 10:00 – 13:00

Thursdays 10:00 – 13:00

(Parish Clerk may be available outside these hours by prior appointment.)

Phone: 01530 459527

E-mail: bookings@whitwickparishcouncil.gov.uk

www.whitwickpc.org.uk

www.facebook.com/WhitwickParishCouncil/

For further information on hire charges and our easy to use Booking Forms see the Website.



Park Hall Information

For Hirers, Guest's and Contractors

Telephone: 01530 459527

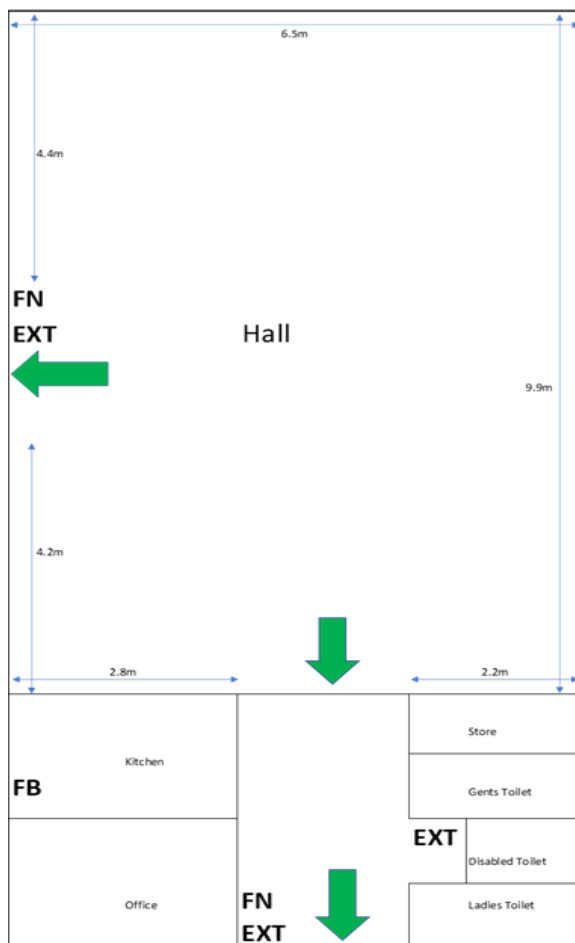


PARK HALL

is owned and managed by
Whitwick Parish Council



Link to Parish Council Website



FN = Fire notice
EXT = Extinguisher
FB = Fire Blanket

Emergency Exit Route



This is located at the notice board, on the foot path near to the island in the car park.

The kitchen fire door and double doors into the hall must not be wedged open.

THANK YOU FOR HIRING WHITWICK PARK HALL
We hope you enjoy your event but please let us know if we can improve your experience.

BOOKINGS

Booking dates are secured by returning your completed booking form and making full payment either on booking or no later than 28 days prior to your event. A £5.00 late fee will apply if payment is not received in time.

- Up to 10 tables are provided according to the request on your booking form. 60 chairs are stored in the Hall for your use. If you require a change to what was requested, please let the caretaker know when you arrive.
- A nappy changing unit is in the disabled toilet.
- Please bring a copy of your booking form with you to remind you what times and equipment you have booked.
- We ask that you leave promptly at the end of your booking, this includes the car park in the evening as the park gates need to be locked by the caretakers.
- Nothing is to be stuck to the walls.
- Any rubbish must be taken away.
- The caretaker has the right to terminate a booking if it is in breach of the hire terms.

There is a damages/cleaning surcharge of £50.00 that will be charged to you as the hirer if the hall is not returned to its original state. It must be free from damage and left clean and tidy.



A First Aid Box is located in the kitchen. All accidents, incidents and near misses should be communicated to the caretaker who will report the details to the council. All visitor accidents must be detailed on the accident forms (kept next to the first aid box) and reported to the caretaker at the end of your event.



Please look after your property and be vigilant to anyone who is not authorised to enter the building. Only your guests/employees should be inside the building. Whitwick Parish Council takes no responsibility for any lost or stolen items.



All Whitwick Parish Council buildings are non-smoking. Please extinguish and dispose of all smoking materials before re-entering the building. Entrances to the building also need to remain smoke-free so please do not smoke in the doorways.



CONTRACTORS

- All work should be carefully planned, risk assessed and approved prior to commencement.
- Work instructions and method statements to be followed at all times.
- Always consider the safety of yourself and others, wearing personal protective equipment (PPE), as needed.
- If you are working when hirers are in the building, please respect their privacy and activities.
- The council have been advised that there is no asbestos in this building.