

Hall users guide

A simple guide should be available to hall users, along with the terms and conditions of hire. The guide should outline the practicalities of using the hall. There are good examples online, but each hall will be very different. It's best to keep the guide as short as possible, in the hope that it will read and understood. A **diagram of the hall**, along with written guidance, is helpful. Headings to include might be as follows:

Introduction

Welcome to the Hall and thank you for booking the hall for your function/activity. We want you to have a good experience in the hall so have outlined some helpful information below. If you feel there is any additional information that should be included, it would be great to hear from you so we can help future users.

Documentation

You should have received the following:

A copy of the all the hire agreement documents you signed on booking the hall.

A copy of the fire plan

Contacts

Should you need anything, the contacts for the Hall are as below:

Other headings might include:

Heating

Lighting

Sound

Electrical sockets

Water

WiFi password

Kitchen (including information on all appliances)

Emergency procedure

Fire Safety

First Aid

Accessible toilet/babychange

Leaving the Hall

Waste and recycling

Put the Marketing section next. Vital for halls to have bookings to be vibrant/active

Letting templates.