

General Information for all Hall Users and Directions to the Hall

TERMS & CONDITIONS OF HIRE

Please make sure you have read and understood these before you use the Hall. The booking form commits you to follow them. You can find them on the website: www.stgluviashallpenryn.org.uk/bookingscalendar/terms-and-conditions-of-use/
A copy is also in the red folder in the Kitchen.

PARKING

Only the spaces **H5 – H10** (H10 is the hatched area) are normally available to Hall Users.

Do not use the other four spaces, H1 – H4 which are privately hired, nor the other spaces in the road – these are residents'. Everyone who parks a car in these spaces, H5–H10, **must** display a valid parking permit. You/your group leader have been provided with these. The management company Armtrac are fierce... and have our full authority to be so! Armtrac visit frequently. Armtrac will issue a Penalty Charge Notice if no parking permit is displayed.

EXTERIOR LIGHTING

This is poor on the Calver Close side of the hall, so we ask that torches are used if your booking extends into a dark evening.

HEATING

The hall is now well-insulated and you may not need any heat. Use only just enough to be comfortable, please, to save unnecessary cost.

Heating instructions and controls are in the Storage Room (first door on the left on coming in) inside the cupboard facing you as you enter.

Each heater has a marked switch so that you can decide which you need to use.

On the right hand side of the cupboard is the switch which activates the heating:

One press gives 30 minutes; two presses give 1 hour. Avoid 3 presses! Please use frugally.

The heating goes off automatically at the end of the period selected.

For more heating, press the time switch again.

KITCHEN

The water heater for the sinks is always left on. (The heater and its switch are in the disabled toilet).

The water boiler is normally off. Switch on to use – the screen indicates when it is ready.

The instruction book for the cooker is in the red folder in the kitchen.

The cooker, pans, utensils, crockery and cutlery in the kitchen are all for your use.

ON LEAVING – JUST EIGHT THINGS

Generally

1. Please Fill in a FootFall Form FFFF! – bottom of page and in the hall – and leave it in the shoebox. This information helps us get development grants.

2. Collect all your waste and take it with you, ie. biscuit packets, food containers, bottles, unused food, etc. There is no rubbish collection from the Hall – we pay no Council Tax and have no full-time staff.

3. Check that all the windows are latched closed.

Hall area

4. Stack chairs and tables away tidily.

5. Open the curtains if they are closed.

Kitchen

6. Leave the kitchen clean and tidy.

7. Turn off everything:
the cooker main switch;
the water boiler;
the wall heater.

8. Please return the key as instructed.

In the event of any serious issues, please contact us (remember we are volunteers):

Annie Jones: 01 326 375 786

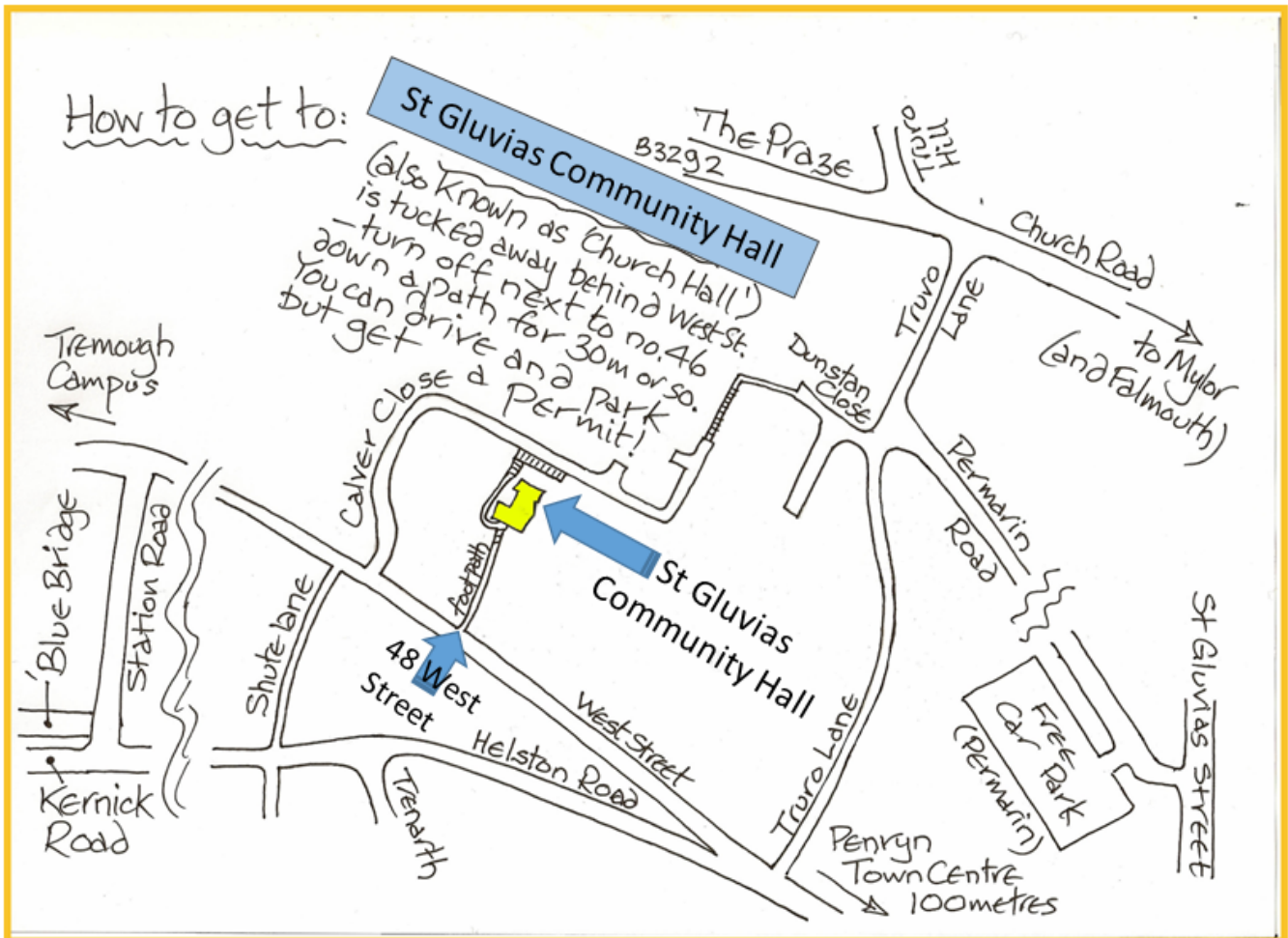
or Richard Hopper: 01 326 376 554

St Gluvias Hall - Footfall monitoring - use on every occasion

Please complete for every occasion and return as advised by Bookings Secretary.

Event - name	Event type	Date	Start Time	Duration	Total number attended		
	Church; Community/Non-Profit; Private; Commercial				Children	Students	Adults
<i>e.g. HMG Meeting</i>	<i>Church</i>	<i>20/05/2016</i>	<i>1900</i>	<i>1hr</i>	<i>0</i>	<i>0</i>	<i>9</i>

St Gluvias Community Hall, Penryn – Location



St Gluvias Community Hall is near the centre of town – but its location is one of Penryn’s best-kept secrets. Some think that it is near the Church! ***It is not near the Church!*** It is tucked away at 48 West Street with its far end accessible from Calver Close.

Directions

On foot, its address is **48 West Street, Penryn TR10 8ER**

Approached from town centre, the entrance is on the right via a gate marked **48**, just before the open carport for no.50. The footpath – lit automatically – leads down via steep steps to the main entrance door.

By bus, from the Truro direction, there is bus stop on West Street conveniently before the Calver Close turning – ask for “**Calver Close, in West Street, Penryn**”. Then walk on towards the town and turn down at number **48 West Street**.

By bus, from the Falmouth direction – and for all departures from the Hall – use the bus stops in the town centre, following the ‘on foot’ directions above.

By vehicle, its address is **Calver Close, Penryn TR10 8SG**

Approach along West Street (one-way from the Truro direction); turn left into Calver Close and follow the road down to the bottom where it opens out. The Hall is on the right. There is very limited parking (spaces H4-H10 only), all of which require a Parking Permit.

You must display a Parking Permit or risk a Penalty Charge Notice. This is your warning!

A step-free path with lighting leads up from the parking area to the main door.