



Wetheral Village Community Hall

Cumwhinton Road, Wetheral, Carlisle Cumbria CA4 8HE

www.wetheralcommunity.org.uk

Notes for Event Organisers.

- 1) Book the date with the lettings Secretary Lynsey Forrester –mobile 07523 727140 or email lettings@wetheralcommunity.org.uk. Advise Lynsey if a bar is required. Ensure you book enough time for a band “set up” and sound check if necessary.
- 2) Check to see if the next day is booked to enable a “tidy up” the following day. If the hall is booked the following day, the organiser must arrange a team to tidy up immediately after the event. If the hall is free the following day the organiser must arrange a time for the tidy up team to meet the following morning.
- 3) Advertise the event in “Focus on Eden”. Email: focusoneden@aol.com
- 4) Make a poster (If the event is organised by the WCA, indicate this on the poster). The poster should also indicate that “only drinks purchased on the premises may be consumed at the event” .Posters to be deployed on local notice boards about one month before the event.
- 5) Obtain raffle prizes if holding a raffle at the event. WCA event organisers should consult with the management team to ensure that local businesses are not burdened with too many requests for raffle prizes for WCA events.
- 6) Make tickets with start time and finish time (11.30 p.m.), bar available – only drinks purchased on the premises may be consumed at the event, bar closes at 11.00p.m. Food available?
- 7) Organise a team to “set up” the hall before the event and set a time for “set up”.
- 8) At the beginning of each event, the audience should be informed of the location of toilets, fire evacuation procedures, bar closing time (normally 11.00p.m.) and the approximate finish time for the event (normally 11.30p.m). The hall to be cleared by 12.00p.m whenever possible.
- 9) The organiser should be aware of the number of people on site during the evening.
- 10) If the temperature within the hall becomes too hot. Open the upper windows using the switch on the wall by the bar serving hatch. If more ventilation is required, open the door by the bar and in the middle of the hall. Please do not open the door at the end of the hall.
- 11) At the end of the event, the organiser must check the toilets, close windows, shut doors, put off lights and lock and alarm the premises

Operated by the WVCH Management Committee of the Wetheral Community Association Limited, Charity No. 1112142 2304

Supporters

