

Instructions for Using the Hall Policy

Front door and key

Keys are held in a key safe located to the right of the main hall's double fire doors. It's a small box and you will be given the code when booking the Hall. It works like a bike lock – align the numbers and press the two buttons one at each end. You may have to push on front of the safe for lever to open the drop-down door.

When using the hall please ensure that the key safe is shut and number scrambled. This avoids casual observers getting the access code to the hall.

After locking up, please replace the key in the key safe and scramble the code.

Lights

Light switches are situated in the main hall on the right-hand side wall, just as you enter the main hall.

On leaving all switches should be turned off.

There is a timer for the external lights to allow users to exit the hall when it is dark and lock up.

Lights for other areas:

Toilets – There is a light switch on the left as you go into the corridor to the toilets, Both the Ladies and Gents toilets have their own light switches

Bar and Kitchen – The switches for these are on the left-hand side when you enter the kitchen

Lights for the stage are on the stage to the left of the door at the top of the stairs from the Portal Room.

Heating

The hall heating is controlled automatically and cannot be adjusted by hirers.

Tables and Chairs

Tables are located underneath the stage, in the last cupboard at the far end of the hall. The wooden front lifts out to give you access. To close the fronts, seat the two metal pins into the matching holes in the ground and it should slot cleanly back into place.

Chairs are available all around the hall.

Please return all tables and chairs back to where you found them after your hire.

Water

In the unlikely event of a water leak, immediately notify one of the hall committee using the numbers on the list on the notice board by the telephone or the booking secretary.

Hot Water

There is a hot water heater in the kitchen for making hot drinks. Switch it on at the wall. It heats up very quickly.

Please, remember to switch it off again at the end.

Oven

If using the oven or hob, there is a lighter in the drawer next to the cooker. When lighting, please, keep the gas knob held in for about 10 seconds, otherwise the flame will go out. It's a bit like a camping stove.

Cups, Saucers, Jugs

All can be found in the kitchen cupboards.

Please, wash, dry and return to the cupboards when finished.

Rubbish

There is very limited rubbish bin facilities at the Village Hall. Please take all you rubbish with you at the end of your session and dispose of it responsibly.

Cleaning

Equipment to clean the floor can be found in the cupboard with the wooden slatted doors near the entrance to the Portal room.

First Aid Kit

There is a basic first aid kit in the kitchen.

Emergency Procedures

In the case of an emergency, the evacuation routes and assembly points are posted on the notice board in the lobby.

There is a defibrillator with instructions on the outside wall of the hall towards the recreation ground.

Other important facts

- Please, don't allow children to play on the stage or with anything on the stage.
- You will need your own tea towels.

Enjoy the Hall.

Come back soon.