

Capacity

60 seated

80 standing, the fire regulation limit

WiFi

URL: talkmobile

Password: 97964001

Fire Alarm

If the fire alarm goes off please leave the building immediately and dial 999 if there is a fire.

In the event of a false alarm the fire alarm can be reset following the instructions on the panel by the front door. (Press ALT first)



Arnesby Village Hall

Basic Instructions

HEATING



The hall electric radiators are controlled by the 6 switches to the right of the kitchen hatch. When these are blue the heating is OFF. The heating is on a timer and will automatically turn off after an hour.

LIGHTING



Most light switches are in obvious positions. The main hall light switches are by the door to the hall.

The push button turns on the uplighters.

HOT WATER - KITCHEN



The boiler for hot drinks in the kitchen needs to be turned on by the wall switch and will take a minute to warm up. The blue panel will tell you when it is ready.

Hot water for washing up is from a separate boiler – the switch for which is under the little sink. It takes time to heat up. Please don't use the other boiler to carry hot water to the sink as you could get badly scalded.

Keys

Return keys to

Lucy Carter

Eden Cottage

07973 910 022

or

Rebecca McLaurin

07791 355 412

Website

Hallbookingonline/arnesby

Emergency Contact

Lucy Carter

Eden Cottage

07973 910 022

Rebecca McLaurin

07791 355 412

Basic Instructions continued

CLEANING

Cleaning materials and vacuum are in the cupboard by the ladies toilet. The hall must be left clean and tidy.

The wooden floor in the hall must NOT be wet mopped. Please use the microfibre flat head mop kept in the store, or a damp cloth.

GLASSES AND CROCKERY

These are kept in the kitchen cupboards with some spares in the cleaner's cupboard.

CHAIRS AND TABLES

Are in the storeroom at the end of the hall. Please replace them as found as space is limited. Chairs should be in stacks of 5.

TOILETS – HEATING AND HOT WATER

There are infra red heaters in the toilets, disguised as mirrors. These are thermostatically controlled. Hot water for all toilet wash basins comes from a heater in the loft. This is also thermostatically controlled and on 24/7.

HEALTH AND SAFETY

You must read all the documents on the booking website. Users are responsible for all health and safety, including risk assessments and safeguarding.

Remember to turn off lights when you leave.

Please do NOT turn off any other switches except the kitchen boilers (switches next to the boilers)