

Baswich Church Hall

User Guide



Key Safe:

The key safe is located to the left side of the building next to the bins. You will be issued with the code prior to your booking. This code is changed regularly. To open the key safe, open the shutter door to reveal the dials and release button. Rotate the dials to the combination code. Press down on the release button to open the door. Please return keys here once you have locked up the building. To lock the key safe again, place the keys inside the compartment and close the compartment door. Scramble the combination dials to lock the door and conceal the combination code. Close the shutter door.



Heating:

The heating controls are located in the main hall. To turn the heating on, please switch the master switch on. The thermostat can be controlled with the arrow buttons. Please be sensible with the heating, we kindly ask that you keep it at 18 degrees Celsius.



Please turn the heating off before you leave by switching the master switch to off. If heating is left on, this will result in either the loss of your deposit or extra hire charges being added to your invoice.

Facilities:

Separate male and female toilets are located next to the halls main entrance. The disabled toilet is located next to the side door entrance. Baby changing facilities can be found in the disabled toilet. Please make sure you leave these facilities clean and tidy.

Tables & Chairs:

Tables and chairs are stored in the garage, which is located behind the hall. The keys for the garage can be found in the cupboard under the sink in the kitchen (see photo). Please make sure tables and chairs are returned to the garage in the same manner you found them. Please don't forget to lock the garage and return the keys to the cupboard under the sink.



General:

Please ensure any crockery used in the kitchen has been washed and put away before you leave, all lights are tuned off and windows closed. As the hall is in a residential area, please be respectful of our neighbours when leaving the building. Failure to comply with any of the above may result in the loss of your deposit or extra charges being added to your invoice.

For any queries, please contact the Parish Administrator on 01785 253111 or rosie.broom@berkswich.org.uk between 9am – 1:30pm Tuesday – Friday.