

MAIN ENTRANCE -also known as Howland Hall.

- To the left of the main door (as you enter from the road) are 3 light switches:
 - 1) Outside railing lights
 - 2) Howland Hall
 - 3) Cloakroom area
- There are 2 wall heaters; switch on at wall switch if required. Please ensure they are switched off again at end of hire/as required.
- To the left of the internal door to the main hall is the light switch for the main hall.

TOILETS

- There is a light switch and wall heater in each of the ladies, men's and disabled toilets; turn on manually if required and off again at end of hire/as required.
- The hot water tank for the basins is turned on in the cupboard in the ladies; top switch for light use and lower switch for heavy use. Please switch off at the end of your hire.

MAIN HALL

- **Main lights** operated from Howland Hall (as above) or from switch beside the door into the passage nearest the kitchen.
- **Red wall lights** can be switched on at the switch to the right of the stage (behind curtains on car park side), marked 'hall reds'.
- Please do not touch the fuse-board.
- **Main heaters for the hall are operated remotely by the committee.** Please do not touch the thermostat on the wall. If you need more or less heat in the hall, please call **07927 663 892** or email **bookings@basvh.com**
- **Stage heaters** need to be switched on at the wall switch marked 'stage heaters' located at the rear of stage next to the passageway door by the kitchen, then the heaters below the stage are operated separately if required; **please remember to switch off after use.**
- **Stage light** (fluorescent tube) switch is beside the door into the passage nearest the kitchen.
- **Stage (coloured) lights** – there is a stage lighting control box for professional use which is kept under the stage (furthest side from the kitchen). There is a black cable hanging behind the stage curtains (nearest the car park) which plugs into the lighting box.
- **Sound system** is located on the wall backing onto the car park (see separate guide).
- **Overhead projector** – (see also separate guidance) the controllers to the screen and the projector are either on the windowsill or preferably kept in the drawer within the black sound system cabinet. To open the screen, use remote controller pointed at top left-hand side of the screen (it is quite directionally sensitive).

PASSAGEWAY

- Light switch is located on the wall next to the kitchen door. Once switched on, the lights are fitted with movement sensors, which activate the lights as people move and turn off automatically when no movement occurs
- There is one wall heater; switch on at wall switch if required. **Please switch off at the end of your hire.**
- The cupboard with double doors next to the kitchen door contains cleaning materials & equipment. **Please use these to tidy up after your event.**

SMALL MEETING ROOM

- Light switches are located inside both doors.
- Wall heaters can be switched on at wall switch if required. Please ensure they are switched off again at end of hire/as required.
- Both cloakrooms have light switches inside the doors and wall heaters as above. Please ensure they are switched off again at end of hire/as required.
- Red chairs are to be stacked in the cloakrooms, but no furniture is to be placed in front of the heaters, even when not switched on.

OUTSIDE LIGHTS

- There are 2 external lights, one at the main entrance and one at the kitchen entrance. Both are activated by PIR sensors & come on automatically

KITCHEN

Lights: The switch is located on left of door as you enter. The lights have halogen bulbs, which take a few minutes to warm up & get bright. Once on, they should be left on because when they are turned off they will not come back on again quickly.

Hot water at sink: There is an instant hot water heater to the taps. Switch is in the corner to the left hand side of the sink

Hot drinking water: The counter-top hot water dispenser is switched on in the corner on the left of the sink. It takes approximately 15 minutes to heat up to temperature. Whilst it is warming up, draw off a jugful of water and dispose of it. The machine fills with water automatically

Oven: The switch is on the wall in the trunking to the left of the cooker. Please note that the main oven will not work unless the clock is set. Instructions can be found in the second drawer down opposite the oven.

Extractor cooker hood: The main switch is located on the wall above it; please leave it on. The extractor is operated with sliding switches on the hood.

Dishwasher: The main switch is on the wall in the trunking to the left of the cooker. Please follow the user instructions on the laminated sheet by the machine. Please note that it takes approximately 20 minutes to heat the water but then each cycle takes

only 2-3 minutes. Please ensure that you drain the machine as per the instruction sheet at the end of use.

Heaters: There are 2 overhead heaters and two plinth heaters in the kitchen. Both have labelled switches in the trunking to the left of the cooker and are operated by individual switches on each heater

PLEASE CHECK THAT ALL LIGHTS & HEATERS ARE TURNED OFF BEFORE LEAVING AND THAT ALL FIRE EXITS ARE FREE FROM OBSTRUCTION