

## Instructions for hirers of the Village Hall

Beside the defibrillator is a key safe the code to which is 4692. Inside you will find a set of keys, one for the outer & inner front doors (same key) and one for the rear metal gate behind the Main Hall (through the emergency exit doors).

The **emergency exits** in the Main Hall can be opened from the inside in case of emergency and the key will open the gate in front of you allowing access onto the playing field. If in an emergency, you forget to take the keys with you there is a break glass box which contains the key to the gate on the wall. Please familiarise yourself with these exits on arrival. There are further emergency exits through the Main front door (break box to left of door if the door is locked) or through the rear corridor (emergency door opened from inside). You can then exit onto the field through the rear gate. If any door is locked to make your event secure the keys are all hanging by the doors inside the Main Hall. **Please note the equipment outside within the fenced area belongs to the Pre-School it is not included in your hire.**

If you have hired the Main Hall please use the toilets off the main lobby area. In the winter months the heating can be turned on by using the switches to the left of the double doors. Please ensure all heaters are turned off when you leave (if left on, we will have to pass on the electricity cost to the hirer).

You are welcome to use the tables in the storage cupboard off the Main Hall & behind the blue screens. Please ensure tables are put back on the trolleys facing the same direction and with the strap around the trolley. Chairs are stored behind the blue screens, please replace them as per the pictures. Please ensure everything is returned clean (spray & clothes in the kitchen).

Kitchen facilities are accessed from the Main Hall where there are cups & saucers & small plates for your use. There is a hot water urn, kettle, microwave, oven & fridge that you are welcome to use. You will need to provide your own tea-towels please. Please do not take anything out of the cupboards marked pre-school equipment. Please ensure you wipe down all surfaces & remove all rubbish after your event. If you have spilt anything, please sweep & wash the floor. Rubbish must be taken home unless you have paid for access to the commercial bins at the time of booking.

If the café has already closed (Wednesday – Sunday bookings only) or is not open when you arrive, please lock both inner & outer front doors and put the keys back in the key safe.

Your deposit will be returned within 7 days assuming the hall is left as you found it.

### **All users of the Village Hall**

Before you leave, please ensure you have-

- Wiped all the tables (cleaning materials under sink in Main Hall kitchen).
- Returned all tables and chairs to the storage area and stacked them as shown in the photographs on the wall (failure to do so will mean a surcharge will be made against your deposit as we will need to pay our caretaker overtime to sort them).
- Swept the floor & wiped up any spillages (broom in corner of Main Hall, mop in kitchen).
- Wiped down all the surfaces in the kitchen (if you used it).
- Removed all of your rubbish.
- Checked to make sure the toilets are clean & tidy.
- Turned off the heating.
- Turned off the lights & any sockets you used.

**Thank you**