COSGROVE VILLAGE HALL

INSTRUCTIONS FOR USERS

Please note that we do not employ a caretaker to clear up after events. You are responsible for ensuring the hall is left in a clean and tidy condition, ready for use by the next hirer.

1. The switch to turn on the heating for the entire hall is in the kitchen by the side door to the lobby. The switches beside each of the individual heaters in the main hall need to be in the "on" position. The heater in the committee room will automatically heat up when the main heating switch is turned on – do not adjust the controls. Under no circumstances should you adjust the controls on the boiler.
2. Hot water is provided on demand from the boiler. There is no need to switch anything on.
3. Instructions to operate the oven are in the green folder marked "Hall Equipment Information" in the third drawer to the left of the oven.
4. Folding tables and chairs are stored in the double-door storeroom on the right as you enter the main hall. All other equipment in the storeroom belongs to village organisations and must not be used. If any hirer is found to have used this equipment, an additional charge of £25 will be made and deducted from their damage deposit.
5. For safety reasons, children must not be allowed in the kitchen or the storeroom.
6. The crockery in the cupboard under the work surface in the kitchen may be used but must be washed after use. The hot water boiler, kettles and teapots, microwave and fridge may also be used.
7. All floors (ie main hall, entrance hall, kitchen, committee room and toilets) must be swept clean and mopped where necessary to remove any spillages. Mops, buckets and brooms (stored in the broom cupboard in the kitchen next to the boiler or in the lobby between the kitchen and committee room) are available for this purpose. If the hall is not cleaned to an acceptable standard, the cost for cleaning will be £40 and this will be charged to the hirer.
8. All sinks must be left in a clean condition.
9. On leaving the hall, please ensure that you switch off the heating, extractor fans, all lights (including toilet lights) and close all windows.
10. Put rubbish in plastic bags and place in the wheelie bin outside the kitchen door. Any rubbish that will not fit into the bin must be taken away.
11. **DO NOT** under any circumstances, by any means whatsoever, fix anything to the acoustic panels around the walls in the main hall as this will damage them. There are curtain poles along the tops of the long walls in the main hall which may be used to attach decorations etc.
12. In the event of an accident causing injury to any person, details of the accident must be entered in the Accident Book located in the top drawer to the left of the oven and the Booking Secretary must be notified. A first aid kit is located in the kitchen.

We reserve the right to make a deduction from your damage deposit if you do not adhere to any of the above instructions.