

## CULMSTOCK VILLAGE HALL & PAVILION: GENERAL INFORMATION April 2022

### Access and internal arrangements

**Hall:** Access to the Hall is via the front door, the key is in the Master Lock key safe code 6275.

You can open the back door from inside if you want to use this door, it relocks when fully closed (check this from the outside, the circular handle rotates freely when properly locked).

Please remember to lock the front door, return the key to the safe and scramble the code after you have finished.


Light switches are on the wall beside the stage.

Wifi access via BTBHub6-7C5C password RDWpc9hkWt39

If using the stage curtains, use the pulleys, stage left, to open and close the curtains.

**Pavilion and Community facilities:** are permanently accessible, electricity is only available for a pre-notified gathering (use the booking form).

### Heating/aircon

**Hall:** AirCon / heating in the Hall are operated from the stage, there is a wall mounted switch between the stage curtain and the stage door, switch on using the bottom right hand button . Select the correct operating mode above the left hand menu and the target temperature using the +/- buttons.

**Meeting Room :** AirCon / heating in the Meeting Room is operated using the remote controller located in the narrow cupboard on the wall, located to the right of the cooker hob. Point it at the unit in the meeting room use On/Off, select the required mode and temperature.

### Kitchen

Are around 50 complete sets of crockery in the kitchen, many mugs and some glassware. There is more if required, please enquire.

### Window locks

Two windows in the Hall will open, the centre set on each side. The window key is on a large fob and is found on the window sill, half way down the Hall.

### Refuse

Please leave the Hall as tidy as possible when you are finished, there is a broom and brush & pan available in the rear lobby. Remove all waste, taking recyclables away and put the rest, bagged in the grey bin outside the back door.