

INFORMATION REGARDING THE USE OF KIPPEN VILLAGE HALL

ACCESS	The hall is accessed by a keypad on the front door. The code will be sent to you once payment is received. The 2 yale locks on the front door are not in use and should not be engaged.
LIGHTS	The main hall lights and stage lights are located on the wall below the fuse box at the top of the small back staircase, just behind the main kitchen.
TABLES & CHAIRS	These are stored in the cupboard at the far end of the hall. Please re-stack neatly as found and do not block access to other stored equipment.
KEYS	There are keys for the storage cupboard and the basement (where extra chairs and card tables are stored). These hang behind the door of the small kitchen. Please always return the keys to the hook.
HEATING	The control panel is on your left hand side when you enter the main hall. The heating is not programmed to come on (unless you are a Regular User). If you do require it press the + key until you reach the desired temperature, the heating will come on (give it a few minutes to start). The process may need to be repeated as it will switch off after several hours. Press the - key to decrease temp. During winter you may want to switch the heating on a few hours before your event starts to let the hall heat up. Please check with the Administrator if you need to do this.
CLEANING	It is your responsibility to clean up afterwards and to leave the hall as you found it, otherwise a charge will be incurred for extra cleaning. The cleaning equipment is kept in the cupboard behind the stage area. Spillages on the floor should be mopped up using water only. Brushes are stored in the small kitchen.
RUBBISH	All your rubbish must be removed from the hall and taken away. There are black bin bags for your use. We do not have the facilities for disposing of your rubbish.
EMERGENCY EXIT	Do not park in front of the wooden gates by the side of the hall as this is the emergency exit. It is the responsibility of your designated Fire Marshall to keep this area clear. There is a bollard by the gates which can be put out to stop parking.
ON LEAVING	Please can you ensure that the water heaters, kitchen appliances and lights are all turned off.
TERMS & CONDITIONS OF LET	Please refer to the Terms & Conditions of Let. All music must stop at 12 midnight (11pm on Sundays)
CONTACT	If you have any problems or queries please contact kippenvillagehall@gmail.com or in emergencies Rosie 07946 377697 (bookings) or Claire 07796 601197 (Chair)