HELPFUL HINTS

Switches for the **lights in the main hall, lobby and porch** are located in the first cupboard to the left as you enter the lobby, on the left-hand wall as you go in. There are 2 panels of switches.
The left-hand panel has clearly labelled switches (and fuses) for the three fluorescent lights, the two sets of tungsten down-lighters and the wall lights. The right-hand panel has switches for the porch and lobby.
The right-hand light switch panel also contains switches for the **Emergency Exit signs**, which **must be switched on** whenever the Hall is used at night.

If **power to sockets or the cooker** is lost, one of the RCDs in this cupboard (further along the LH wall) may have tripped. Unplug anything that might have caused the trip and reset the affected RCD.

Air temperature can be adjusted using the wall thermostat on your right as you enter the main hall.
(It periodically resets to 8°C automatically but, if necessary, you can adjust it back to your chosen temperature.)

Chairs and tables (including those stored in the room opposite the accessible toilet in the entrance lobby) may be used by the hirer. There is a chair trolley for moving stacks of chairs but the table trolley in the store is only used for storing the tables - please carry tables into position in the hall as dragging them will scratch the polished floor and you may incur an additional charge for re-polishing.
Beware also of the potential damage to ALL floors of some high-heeled shoes.

FOR YOUR SAFETY

Please make yourself aware of the location of the **emergency exits** (note side exits have a step outside) and the three **fire extinguishers**. Fire exits must remain un-obstructed at all times.

A **fire blanket** and **first aid kit** hang in the kitchen, near the rear door. The first aid kit is used at your own risk. (Please note in the 'Comments' book on the kitchen window shelf any items used from the first aid kit)

An automatic **defibrillator** is located on the outside wall of the Hall, adjoining the recreation ground.
The code for the cabinet door lock will be advised when calling 999 and speaking to the ambulance service.

If you have to call the **emergency services**, give the location of the Hall as **ME17 1EB**
or, for a more precise location, you can give the '**What 3 Words**' address of **rejoin.salt.reputable**

RULES OF THE HOUSE

Please ensure you have read our conditions of hire, particularly with regard to **vulnerable adults, children & young people, dogs**, **ball games** (and other projectile games) the sale of **alcohol,** the playing of **music**, the use of **candles** and the attaching of **decorations.**

WHEN YOU LEAVE

Please leave the main hall, kitchen and toilets as you would wish to find them.
Dust pans, mops and brooms are in the kitchen.

Please wash & dry any crockery or cutlery used and replace in the kitchen cupboards/drawers Ensure that all **electrical equipment** in the kitchen is switched off, and that the **cooker wall switch** is also 'off'.

Wipe all tabletops and neatly replace all chairs & tables where found (blue chairs in stacks of 10 please).

Please **take all food waste / rubbish / recycling away with you**. (The Hall has no bin collection),
Check that all external doors and windows are closed, **switch off all lights**,
and set the heating **thermostat back to 8º** before leaving, please.

Please record in the 'Comments' book any damage, missing items or other concerns you note at the Hall and please report asap any damage to the Hall or its contents that may have occurred during your own hire.

Please **leave quietly,** closing and securely **locking the main door** behind you, and return the key to the appropriate key safe at the Village Hall.

Thank you