

# Wolvey Village Hall Foundation CIO

Hirer Information	
<b>Getting There</b>	The postcode for the Hall is LE10 3LJ and there is on-street parking in The Square and on School Lane.
<b>Parking</b>	There is a small forecourt – please give priority to the disabled. Otherwise, there is good on-street parking in the vicinity. For larger events please let us know, and we may be able to arrange extra parking. <b>Please park legally and considerately to local residents, and ensure you do not block access to properties or park on pavements or verges.</b>
<b>Unlocking</b>	If you have hired the <b>Main Hall</b> there is a key safe to the right of the main door. The instructions for the automatic door operation are on the Main Hall door, please ensure you turn this function off when leaving. If you have hired the <b>Garden Room</b> , you should access through the <b>garden gate</b> to the left of the Hall and the key safes are to the right of the garden gate and tri-fold patio doors. There is a drop bolt on the gate should you wish to hold it open. <b>PLEASE NOTE: When locking up you will need to lift the door handle before you can turn the key. The Main Hall and Kitchen doors have two locks; the top lock turns clockwise and the bottom lock turns anti-clockwise. Please ensure all doors/gates are locked and the keys replaced in the correct key safes when leaving.</b> Access codes will be provided a few days before your event.
<b>Lights</b>	<ol style="list-style-type: none"> <li>1. The outside lights are on timers. Please do not alter these.</li> <li>2. The lights for the <b>Main Hall</b> start with the switch to the <b>foyer</b> lights to the right of the entrance door. The door to the <b>Cloak Room</b> is to your left, and inside the door and to the right is the light switch. Straight ahead is the door to <b>Kitchen 1</b>, the light for Kitchen 1 is to the left and behind the door, and directly ahead of you are the light switches for the Main Hall. The middle row switches the strip lighting which should be sufficient for most events. The push dimmer and adjacent switch in the top row control the pendant lights.</li> <li>3. The lights for the <b>Garden Room</b> are on the right as you enter the room, and at the far end adjacent to the door to the fire exit.</li> <li>4. The <b>Toilets</b> are all on timed sensors. Please do not alter these.</li> <li>5. Please ensure all light switches are turned off on leaving the building.</li> </ol>
<b>Furniture</b>	<ol style="list-style-type: none"> <li>1. The <b>Main Hall</b> is equipped with 20 folding tables and 100 stacking chairs (more can be made available on request).</li> <li>2. The <b>Garden Room</b> is equipped with 32 chairs.</li> <li>3. Children's tables and chairs can be provided on request.</li> <li>4. Other furniture combinations must be requested at the time of booking.</li> </ol> <p><b>Please do not drag furniture across the floor, use the trollies provided.</b> <b>Tables should be stacked 10 in each trolley cage and chairs should be stacked at stations as shown in the photos in the Hall.</b></p>
<b>Internet</b>	There is a high-speed broadband connection throughout the building discoverable as <b>Wolvey Village Hall</b> . The login password will be provided a few days before your event.
<b>Heating</b>	The heating will be set before your arrival. You cannot change this. <b>UNLESS OTHERWISE SPECIFIED, THE HEATING WILL BE SET TO 19°C IN THE WINTER. IF A LOWER TEMPERATURE OR NO HEATING AT ALL WOULD BE BETTER (eg: for sporting events or active children's parties) WE WOULD APPRECIATE YOU LETTING US KNOW SO THAT WE CAN CONTINUE TO KEEP COSTS LOW.</b>

# Wolvey Village Hall Foundation CIO

<b>Cooling</b>	The windows around the building tilt inwards if you turn the handle 90° to 3 o'clock. If turned 180° to 12 o'clock they will hinge inwards.
<b>Main Hall Ceiling Fans</b>	Use "Xpelair" controller in <b>Kitchen 1</b> above the fridge. Select air direction up/down. Turn on (fan symbol). Select minimum speed required – NOT TOO FAST!! <b>The maximum speed is marked.</b> Turn off when leaving or not required.
<b>Garden Room Retractable Patio Canopy</b>	The electric, retractable canopy switch is above the noticeboard by the patio doors. It is either set as "out" or "in", it cannot be stopped part way. The canopy must NOT be used in wind or rain and MUST be retracted to its "in" position before leaving.
<b>Cleaning</b>	<ol style="list-style-type: none"> <li>1. Mops, buckets and brushes can be found in the tall metal cupboard in the <b>Cloakroom</b> area.</li> <li>2. Cleaning materials can be found in the cupboards under the sinks.</li> <li>3. A Hoover will be in the <b>Storage Room</b> situated through the fire doors between the <b>Main Hall</b> and the <b>Garden Room</b>.</li> <li>4. Please ensure all tables and chairs are wiped clean before stacking away.</li> <li>5. All rubbish must be removed to the outside bins in the car park at the end of the hire period. <b>Please put recyclables (glass, plastic, paper, card, and metal) in the blue lid bin.</b></li> <li>6. Please leave the Hall as you found it.</li> </ol>
<b>Kitchen</b>	<ol style="list-style-type: none"> <li>1. <b>The kitchen has been rated 5* for Food Hygiene. Precooked food may be brought in and served. However, food cannot be made on the premises for sale or supply to the public.</b></li> <li>2. Ensure the extractor fans are turned on when the kitchens are in use.</li> <li>3. Please bring your own cloths and tea towels. A small number is available but not guaranteed.</li> <li>4. There is a good supply of mugs and cups and saucers.</li> <li>5. There are around 20 place settings (dinner plate, side plate, and bowl) available.</li> <li>6. There are around 60 of each pint glasses, highball tumblers, and tulip wine glasses.</li> <li>7. There is a selection of cutlery available – at least 20 place settings.</li> <li>8. There are large tea and coffee pots.</li> <li>9. A hot water boiler is provided for your use. Please follow the instructions.</li> <li>10. There are modern ovens and hobs in both kitchens, however, we advise they should only be used for reheating or keeping food warm.</li> <li>11. There is a fridge/freezer available for your use – please don't forget to leave it empty.</li> <li>12. <b>Please ensure everything is washed up and put away where you found it otherwise a deduction may be made from your deposit.</b></li> </ol>
<b>Bar</b>	Hirers will be required to bring their own drinks or arrange a licensed bar if drinks are to be sold.
<b>Toilets</b>	The toilets are equipped with toilet rolls and hand soap and there are warm air hand dryers or paper hand towels. There are sanitary disposal bins in each ladies' toilet. There is a baby change area in the disabled toilet with a nappy disposal bin.
<b>Fire</b>	<ol style="list-style-type: none"> <li>1. There are fire alarm points by each of the fire escape doors; <ol style="list-style-type: none"> <li>a. the <b>Main Hall</b> entrance door.</li> <li>b. the fire escape door from the <b>Main Hall</b>.</li> <li>c. the door from the <b>Kitchen 1</b> to the garden.</li> </ol> </li> </ol>

# Wolvey Village Hall Foundation CIO

	<ul style="list-style-type: none"><li>d. the door from the <b>Garden Room</b>.</li></ul> <p>2. There are Fire Extinguishers by;</p> <ul style="list-style-type: none"><li>a. the <b>Main Hall</b> entrance door.</li><li>b. the fire escape door from the <b>Main Hall</b>.</li><li>c. Either side of the stage.</li><li>d. In <b>Kitchen 1</b> to your left as you enter from the <b>Main Hall</b> there is a fire blanket.</li><li>e. In the <b>Garden Room</b> beside the door to the inner corridor.</li></ul> <p>3. The Fire Assembly Point is by the plinth in The Square.</p>
<b>First Aid</b>	A wall-mounted first aid kit is located to the left of the fridge/freezer in <b>Kitchen 1</b> . <b>Please inform Wolvey Village Hall Management Committee if you use anything from the kit so that it can be replenished.</b>
<b>Sound &amp; Music</b>	A Bluetooth party speaker/amplifier and microphones are available for hire at your event and this is housed in cupboard 28 in Kitchen 1. Please contact us if you need this and we will provide the code to the small key safe which can be found next to the main key safe just inside the door between the Main Hall and Kitchen 1. <b>Please ensure that after your event all items are returned to the cupboard, the cupboard is locked and the key is returned to the key safe.</b>
<b>Fireworks</b>	Due to the close proximity of neighbouring properties, the use of fireworks is <b>strictly prohibited</b> .