

## **GENERAL INSTRUCTIONS FOR WYVERSTONE VILLAGE HALL**

### **Water:**

Water is provided free of charge. However, the water supply is metered, so we ask that you are economical in its use and that all taps are properly shut off when you leave the building

### **Electricity:**

Use of electricity is included in the Terms of Hire, including appliances such as the cooker, refrigerators, heating, etc. However, we particularly ask that you ensure all lights and appliances that you have used are turned off when you leave. Note that some appliances are marked "Do not turn off" eg kitchen wall water heater, refrigerators, etc

### **Lighting:**

The Main Hall lighting is controlled by three switches beside the main entrance door. Pressing the top half of each switch quickly will turn the corresponding light strip on and off. Pressing the top half slowly will dim and brighten each light strip. Pressing the bottom half of the switches will have no effect

The Bar Area lighting is controlled by a dimmer switch to the right of the kitchen hatch

The Stage Area is lit by a row of spotlights, controlled by a dimmer switch to the right of the stage door

The Foyer is lit by downlighters controlled by a switch beside the gents lavatory

### **Audio Visual System:**

If you wish to use the AV system eg Bluetooth music at parties, projecting presentations using the projector, etc please contact the Booking Secretary.

### **Heating:**

Heating is provided by air source heaters in the Main Hall and the Bar, and the cost is included in the hire fee.

There is a control panel in the Main Hall to the left of the wall facing the play area, and a control panel in the Bar Area between the windows. Simply press the ON button to turn the heaters on and off

Please ensure the heaters are off before leaving the building

## **Kitchen:**

The shutters are controlled by a key switch beside the shutters. Turn the key the appropriate way to raise and lower the shutters. There is a short delay before the shutters lower

There are simplified instructions for the dishwasher stored beside the dishwasher. All other appliances are fairly self-explanatory, but there is a file containing all the appliance instructions beside the large fridge

The water heating for the sinks is controlled by a switch between the cooker and the large upright fridge. The water will be heated for the time set via the **BOOST** switch. Press **BOOST** to select the appropriate heating time for the amount of hot water needed (between ¼hr and 4hrs). The water heater will switch off after the set amount of time

There is a hot air fan above the window to heat the kitchen if needed.

The fire door between the kitchen and the hall is held back by a magnetic catch at the top of the door when it is open. In the event of a fire the door will close. To close the door at other times press the small switch on the side of the magnetic catch on the wall.

## **Hardware:**

Crockery is stored in the large cupboard by the internal door in the kitchen. Cutlery and utensils are stored in the drawers to the right of the cooker. Saucepans, frying pans, etc are under the food prep sink. Please ensure everything is replaced clean and tidy after use.

Scourers and dishcloths are in the second drawer down with the tea towels. Due to hygiene issues dish cloths and scourers should be discarded after use.

Tea towels are provided. Please place in the box beside the hatch for washing after use. The Hall does provide washing up liquid, antibac spray, antibac hand wash, disposable hand towels and black rubbish bags.

## **Refuse:**

A twin recycling system is operating in this area. It is important that you ensure all waste is segregated appropriately.

- **Recycling bin – no black sack** – paper, cardboard, cleaned food tins, clean silver foil and recyclable plastic, drinks cans, etc. Please place in the green recycling bin outside when you leave
- **Other – with black sack** – food waste, non-recyclable plastic, DIRTY silver foil, etc, then placed in the black bin outside when you leave.

**Please recycle all glass bottles in the appropriate recycling bin at the rear of the Hall**

### **Cleaning:**

Please remember, under the terms of hire, that it is your responsibility as Hirer, to ensure the Main Hall, Bar Area, kitchen, lobby, toilets and car park are left in a clean and tidy condition.

Please ensure you use the appropriately labelled dustpan, brush or mop for the appropriate areas. Cleaning equipment is stored in the cupboard in the foyer.

Green – Kitchen. Cloths, mops, bucket dustpan and brush, broom

Blue - Main Hall/Foyer. In cupboard in the Foyer

Red – Toilets. In Ladies toilet

**If you fail to adhere to these conditions, you may be required to pay an additional cleaning fee**

### **Damage:**

Any damage caused during the hire will be charged at cost to the Hirer

Any problems or damage found on arrival, please report immediately to the Booking Secretary or the Caretaker – if problems are not reported you may be held liable for the damage caused by others

### **Fire Exits:**

To be **kept clear at all times**. Chairs/tables and equipment are not to be placed near to or blocking exits in any way.

### **First Aid**

First Aid boxes are located in the Foyer and the Kitchen. Please inform the Booking Secretary if anything has been used so that it can be replaced. There is a defibrillator located outside the main door.

### **Defibrillator:**

Located outside the main door on the wall. Please follow the instructions on the defibrillator. Kindly inform the Booking Secretary if this is used, so that items used can be restocked as soon as possible.

### **Alcohol License:**

- No alcohol can be sold or supplied without the prior consent or knowledge of the Designated Premises Supervisor Mrs Jan Axton
  - 01449 780001 or 07796 384598 or email [jan.axton@yahoo.com](mailto:jan.axton@yahoo.com)

- Alcohol can only be purchased for consumption within the Hall or the Terrace. NO OFFSALES AVAILABLE
- If permission is given by the DPS to distribute and consume alcohol, the Hirer is responsible for ensuring that the conditions of the Premises Licence are met.
- **Any alcohol brought onto the premises without consent can and will be confiscated and the Hirer will be deemed to have broken the Terms and Conditions of Hire**

**Keys:**

For collection of keys / access to the Village Hall,  
please contact the Bookings Secretary on 07928 962750

In case of emergency, please contact one of the Emergency Contacts listed below.

**Emergency Contacts:**

**Steve Axton 07765 118436**  
**Jan Axton 07796 384598**  
**Mark Wilson 07771 997536**

## **THINGS TO DO AND CHECK BEFORE YOU LEAVE**

- Restack chairs - no more than **eight high** - and replace all the tables in the cupboard to the right of the main door. Please make sure that access to the electrical distribution board is not impeded
- Sweep main hall floor and mop any spillages
- Replace all hardware - clean and tidily - in the appropriate cupboards
- Kitchen floor is swept and washed if needed
- Clean all worktops and sinks and wipe with appropriate spray
- Clean hob and oven of all food and grease
- Check ALL taps are turned OFF
- Check ALL toilets are clean and in a hygienic condition
- Empty all bins in the appropriate dustbin outside the hall
- Ensure all heaters are turned OFF except where indicated
- Ensure all appliances are turned off, emptied - where appropriate - and clean. Note that some appliances are marked "Do not turn off" eg kitchen wall water heater, refrigerators, etc
- Ensure all lights are turned OFF
- If the outside sockets have been switched on, please switch off using the switch to the right of the fuse board in the chair cupboard
- Close main hall doors. In cold weather, leave toilet doors open
- Make sure the main doors are closed and locked correctly, before returning your key to where it came from.

**THANK YOU FOR USING OUR HALL**

**PLEASE LEAVE QUIETLY**