

# Yew Tree Hall User Guide

## Contacts

Adam Baker (Chairman) 07771 977482;  
Clare Round (Bookings Secretary) 07956 500 927;  
Catherine Armstrong (Treasurer) 01900 85278

**No Smoking** anywhere in the Hall and Hall Gardens.  
**No Dogs** other than Guide and Assistance dogs.

## ***The Hall is run by Volunteers – there is no-one to clean up after you!***

***Please leave the Hall in a clean, tidy and safe condition – this applies everywhere, but especially kitchen and toilets. Please sweep the floors and leave the Hall and the facilities as you found them.***

## Heating and lighting

**Hall Heaters.** They are controlled by timers mounted on the wall adjacent to the double doors dividing the two parts of the Hall.

- Switch on by pressing the ‘boost’ button repeatedly to set half, one or two hours. Reset as often as necessary for a longer period.
- Switch off - press the boost button an extra time beyond the maximum set period (2hours).
- The primary heaters in the main Hall are wall mounted ceramic type that do not glow red but have a small red indicator light to show they are on.

There are additional suspended heaters also controlled by timer switches in both rooms. The switch in the supper room is a different style but works the same way as the main Hall.

### **Lights**

Light switches control wall and ceiling lights in both rooms. Switch for the toilet lobby is on the ground floor by the stairs.

## Facilities

**Hot water.** Hot water for the upstairs toilet basins & the kitchen sink is provided by the heater above the wash basins upstairs.

- Switch on by the switch on the wall above the basins adjacent to the heater.
- Press down on the toilet basin taps for water to flow.

A “plumbed in” water heater in the kitchen can be used to supply hot water for drinks.

There are electrical kettles for smaller quantities for tea and coffee etc.

**Kitchen.** Glasses, crockery & cutlery are stored in the cupboards & drawers. Additional items for larger events are kept in the small cupboard at the back of the table store at the top of the entrance stairs.

- Washing up liquid is provided but please bring your own drying-up towels.
- Measures for the sale of still wine and spirits by the glass are kept in the kitchen roll-front cupboards

**Toilets.** Lights are switched on by the switch at the bottom of the stairs. Fans work automatically.

## Safety

For **unlocking** the Hall at night with the key from the key safe, it helps to have a torch with you.

**Fire Exit** The internal double doors at the southwest end of the Hall must be fixed in an open position whenever there is an activity in the Hall.

**Emergencies.** There is no phone in the building, so please have a mobile phone with you in case of emergency.

**First Aid Kit** is kept in the kitchen next to the paper towel holder. If you need to use it, please make an entry in the accident reporting book.

## Other equipment

**Microphone, amplifier & hearing Loop.** These are in the wall-mounted box at the west end of the main Hall – along with operating instructions.

**Table Tennis & Football tables.** These are **not** for general use of Hall users except by special arrangement & instruction on safe assembly & dismantling procedures.

**Broadband.** A WiFi connection is available in the Hall. Password is on the reverse of the router by the amplifier.

## Before you leave

**Cleaning equipment** is stored in the cupboard below the stairs leading to the toilets. Stack chairs fabric side out. Sweep floor. Turn off lights and heating.

**Breakages** Please report any breakages or problems you find with the Hall facilities to one of the Hall Contacts above.

**Rubbish. Empty waste bins and take the rubbish away with you.** Spare bin liners are kept in the cupboard to the right of the kitchen sink (and toilet rolls in the plastic box in the toilet lobby upstairs).

**On leaving please ensure all electrical equipment & lights (including the toilet lights) are turned off & return the key.**