

## **EAST CLANDON VILLAGE HALL**

### **USER GUIDE**

#### **Central Heating**

Your booking has been noted therefore the appropriate heating will have been pre-set for your hire period.

#### **Hot Water**

For hot water **in the kitchen**, turn on the hot water tap at the sink or basin to a strong flow. To change the water temperature, turn the lower knob on the water heater to:

- ☺ Hotter
- ☹ Cooler
- ↓ Normal

For hot water **in the toilets**, switch on the heater switch in the lobby entrance on the wall outside the gents toilets. Hot water will be available after about 10 minutes. Hot water is in limited supply so please use sparingly.

#### **Dishwasher**

The dishwasher has a top shelf that will hold 34 cups. The bottom shelf can be used with 2 plate racks (holding 30 plates), 2 glasses racks (holding 24 glasses) or a mix of the two. The typical first wash cycle is 18 minutes when the unit is attached to the hot water supply. The cycle is approximately 7 minutes quicker with a sequential wash. See the separate operating instructions sheet for the dishwasher.

#### **Lighting**

Main hall strip lights and stage light switches are next to the main hall door. Main hall wall lights and fireplace light switches are on the right stage wall.

#### **Kitchen Equipment**

The following items are available in the kitchen – you are responsible for their use: a fridge, an oven, a microwave, a dishwasher, two tea urns (allow approximately 30-45 minutes to heat), two large teapots, cutlery (in drawers), assorted crockery (in cupboards) and wine glasses. Tea-towels are in the drawer near to the sink. Please report any breakages when you return the key.

#### **Stage**

You are responsible for the safety of all persons accessing the stage for whatever reason.

The stage curtains winding barrel is normally left locked. Should you need to use the curtains, please ask the Village Hall Bookings Coordinator to unlock it.

#### **Smoking**

In accordance with the Smoke Free Law, the Village Hall is a non-smoking building.

#### **Other Equipment**

13 folding tables and 100 plastic chairs are stored on the stage. You are responsible for ensuring that they are moved, used and re-stacked safely. A first aid box and an Accident Book are on the kitchen wall should you require them. Ladder and recycling bins are located in the kitchen lobby cupboard.

## **Cleaning Equipment and Materials**

Vacuum cleaner, brooms, mop and bucket, hand brush and pan are stored in the kitchen lobby cupboard. Cleaning materials are stored in the cupboard under the kitchen sink.

## **Supplies**

The kitchen lobby cupboard contains supplies of toilet rolls, paper hand-towels, and liquid soap. Please keep the door locked when not in use.

## **Decorating the Hall**

Do not use adhesive tapes on the walls. Blue-tack can be used for hanging decorations for a short period. Keep any decorations away from lights or any other heat source.

## **Electrical equipment**

Any electrical equipment used must have been appropriately tested. Portable heaters should be avoided but if used they must be kept away from anything flammable. Trailing cables should be avoided.

## **Fire**

In the event of a fire follow the instructions on the Fire Action Signs located next to the fire exits.

When the kitchen is in use the door leading from the kitchen into the hall should remain open. It should be kept closed at all other times.

Ensure all escape routes and exits are not obstructed.

## **At the end of your hire**

You are expected to leave the hall in the condition in which you found it. If the hall has not been left in a clean and tidy condition for the next user, the hall committee will need to arrange emergency cleaning, for which you will be charged.

Please remember to:

- Wipe down tables and store on the stage;
- Return all chairs to their storage area on the stage;
- Switch off hot water switches;
- Switch off and unplug electrical appliances (except for fridge);
- Wash up and put away all used kitchen utensils, crockery and glassware;
- Please remove all food and drink from the fridge;
- Wipe down kitchen surfaces;
- Take away all items that you brought with you, e.g. cardboard boxes, plastic bags, decorations. **Please take your rubbish away with you;**
- Clean up all spillages immediately;
- Ensure all floor areas are swept, vacuumed and / or mopped as appropriate;
- Leave the toilets clean;
- Turn off all lights;
- Lock up the hall and return the key with a note of any breakages or problems.

Thank you