

# USER GUIDE

**Hirers are responsible for the behaviour and safety of users and children must be supervised at all times.**

## **Fire**

In the event of a fire follow the instructions on the Fire Action Signs located next to the exits. When the kitchen is in use the door into the hall should remain open - it should be kept closed at all other times. Ensure all escape routes and exits are not obstructed.

## **First Aid**

First Aid kit and Accident Book in kitchen.

## **Smoking**

The Village Hall is a non-smoking building.

## **Dogs**

Only assistance dogs are permitted in the hall.

## **Central Heating**

The appropriate heating will have been pre-set for your hire period.

## **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.

## **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

## **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. Instructions are in the cupboard above the bin.

## **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 in kitchen should you require them. There is a stepladder in the cleaners' cupboard.

### **Cleaning Equipment and Materials**

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

### **Supplies**

The cleaners' cupboard contains supplies of toilet rolls, paper handtowels, and liquid soap. Please keep the door locked when not in use.

### **Lighting**

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

### **Stage**

Access is via the stairway from the wc lobby/cloakroom. The stage curtains winding barrel is normally left locked. Should you need to use the curtains, please ask the Village Hall Bookings Coordinator.

### **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. Candles and other naked flames not to be used.

### **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.

### **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 may need to arrange emergency cleaning for which there will be a charge.

Please remember to:

- Wipe down tables and stack safely.
- Restack all chairs safely.
- 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.
- 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.

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