

Useful information regarding your booking

We hope you enjoy using the Village Hall. The following notes may be helpful.

- **Keys**

Keys to the Hall are available from the village shop or, if it's closed, from the pub. Please return them after use.

- **Lights**

The switch to the entrance hall light is on the left, immediately after the opening to the gents toilets. The main hall switches are located on the left in the main hall itself, in a wall mounted box, just through the double doors. There are switches for the main fluorescent lights and also for the dimmable lights.

- **Kitchen**

There is a dispenser for hot water for drinks. It takes only a few minutes to reach temperature after switching on and will give you a continuous supply of hot water. Please switch off at the mains switch before you leave.

Crockery and cutlery can be found in the kitchen cupboards and is available for your use.

Glassware is not normally provided.

The fridge in the kitchen should be on and is available for your use, as is the oven and warming cabinet.

Washing up liquid and cloths should be found near the sinks.

Tea towels are kept in the drawers under the serving hatch. After use, please place them in the marked bin for laundering.

There should be a supply of black bin bags in the wall cupboard adjacent to the serving hatch. Please use these for all your non-recyclable waste. At the end of your event please put rubbish in the grey dustbins outside. You can access the bins by using the fire exit door in the main hall to the side of the serving hatch. Please take recyclable materials home with you as the Hall has no recycling collection.

- **Tables and Chairs**

There should be three stacks of chairs at the far end of the main hall. More chairs and large and small tables are available in the store room, (next door to the Ladies' toilets). After your event please leave the three stacks of chairs in the main hall and return the tables and any other chairs to the store room.

- **Heating**

The heating should be preset for you so that it comes on one hour before your hire period starts. The thermostat on the wall to the left of the stage can be used to control the temperature if required but please use only the up and down buttons. If there is a problem with the heating contact either Richard Pearce at Glencoe Cottage, opposite the entrance to the Hall or Phil Rees at Beech Cottage, next door to the shop.

- **After your event**

Please leave the premises in a clean and tidy condition, ready for the next hirers. There is a Henry vacuum cleaner in the store room.

- **Terms and Conditions of Hire**

These notes should be read in conjunction with the Terms and Conditions of Hire - a copy of which is on the notice board.