

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 ceiling lights and also for the dimmable lights.

- **Wi-Fi**

Free Wi-Fi is available for your use. Its use is subject to "Terms and Conditions" which are displayed on the Notice Board. Please note in particular that it must not be used for watching or recording live television or BBC Iplayer as the hall does not hold a TV Licence.

- **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 but leave the water tap for the heater on.

Crockery and cutlery can be found in the kitchen cupboards and are available for your use. Glassware is not normally provided.

The fridge in the kitchen should be on and is available for your use, as are the ovens and hob. 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 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 stacks of chairs in the main hall (for safety reasons each stack no more than 10 high) 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 Phil Rees on 07939 435129 or Terry Wilson on 01904 607221.

- **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.

- **Fire precautions and what to do in the event of fire**

Make yourself aware of the information contained in the "Terms and Conditions of hire" and the "Fire Instructions" which are on the notice board.