IMPORTANT INFORMATION

1) Key

Please collect the hall key from Pheasants Cry, the bungalow located two doors to the right of the village hall when facing the hall from the road.

The key is hung on a hook on the back of the wooden parcel box by the front door. There is no need to ring the doorbell, although the property is monitored by a doorbell camera.

What3Words ///sideburns.scramble.closet

2) Lighting and Heating



Upon entering the lobby, please toggle the Master light switch to the down "on" position. This switch is located on the right hand wall as you walk in.

The heating system is pre-set and there are two thermostats. One thermostat is located in the Attwood Hall – it is found on the wall to the left of the doors as you walk in. The other thermostat is located in the corridor behind the stage and controls the heating in the River Suite and in the upstairs rooms. If you have hired the Attwood Hall and Kitchen and you wish to alter the temperature setting, you will only need to adjust the thermostat in the Attwood hall. Likewise, if you have hired one of our Meeting rooms and you wish to alter the temperature setting, you will only need to adjust the thermostat in the corridor behind the stage.

If the thermostat temperature is manually increased, please remember to turn it back down upon departure.

3) Pre- and Post-Hire

Hirers are responsible for setting up and returning any tables, chairs and equipment they use to their original locations.

Please ensure your booking includes sufficient time for setting up before your event and clearing away afterwards.

The hall must be left clean, tidy and ready for the next hirer.

4) Housekeeping Equipment

Housekeeping supplies, including mops, vacuum cleaner, black rubbish bags and cleaning cloths, can be found in the cupboard under the stairs. Access is through the door to the right of the lobby.

The cupboard key is kept on a hook at the top of the door frame. Please ensure the cupboard is locked after use.

5) Rubbish

Please take all rubbish away with you at the end of your booking.

6) Before leaving the Hall

The last person leaving the hall must ensure that:

- Both thermostats are turned down to 9.5 degrees.
- All electrical appliances are switched off and unplugged where appropriate.
- All taps are turned off.
- All doors and windows are secure.
- The hall is left clean and tidy.
- Please switch off the Master Light Switch as you leave (up position).



7) Return the key

Please return the key to the hook at Pheasants Cry immediately after your booking has ended.

If you encounter any problems during your hire that require urgent attention, please contact a member of the team on 01395 562987 and we will do our best to assist.

For non-urgent issues, please either record the details in the Maintenance Book located by the front door, or email bookings@colatonraleighvillagehall.org with further information.