

EASTERTON VILLAGE HALL INFORMATION FOR HIRERS

THE FOLLOWING WILL BE CHECKED BEFORE YOUR EVENT

- Hall is clean and ready for use
- Bins in Kitchen, hall and toilets have liners
- Toilets have toilet rolls
- Yellow Store (RHS of Hall) for tables and Upholstered chairs (if booked) is unlocked
- Green Store (LHS of Stage), for cleaning equipment, is unlocked
- Bar (if booked) is unlocked

WHEN YOU GET THERE -HOW TO UNLOCK THE ELECTRONIC FRONT DOOR LOCK

Note: You will be sent a code number before your event

- Wake up the lock by brushing the back of your index finger over the black panel of the lock. The keys will light up.
- Press the * key (clear)
- Enter your 4 digit code followed by the # key. The lock will speak “unlocked”
- Press the handle down to disengage the multipoint lock and open the door.

FIRE PROCEDURE

- Ensure you have a mobile phone available as the hall does not have a landline.
- Ensure Emergency Exits (so marked) are not obstructed in any way.
- Emergency Lighting (fire exits and overhead) is automatic should power fail.
- In the event of a fire:
 - Operate the nearest fire alarm
 - Leave building by the nearest exit
 - Report to the assembly point. (Behind the play area at the rear) shutting doors on the way out.
 - **CALL 999**
 - If possible also call the Village Hall Urgent Contact number 01380 898583
- For KNOWN false alarm, call Village Hall Urgent Contact number 01380 898583

ELECTRICITY CONSUMER UNITS

- Main unit is in the kitchen wall cupboard over the oven & hob.
- 2nd unit (covering lighting & power for stage, stores, toilets and Garden Room) is on right hand side of stage area beside the curtain pull cord

WATER STOP COCKS

- Located in shallow cupboard to the right of the kitchen hob for Kitchen and Bar
- In the West store for Garden room and Toilets.

GAS (Calor) SHUT OFF VALVE

- Outside double fire doors (on right hand side of hall), on the right, against the wall.

FIRST AID

A first aid box is located in the kitchen of the Main Hall. If any items are used, please fill in an accident report sheet (so that replacements can be ordered) and place it in the post box outside the front door.

Please note, creams/lotions/sprays or tablets are NOT provided.

LIGHTS

- Entrance hall light switch is to the right as you enter the building
- Kitchen light switch is on the right as you enter the kitchen
- Main hall light switch is in the kitchen to the right of the serving hatch. There is also a switch for the hall lights on the stage beside the curtain pull cord (not normally used).
- Coloured candle lights in hall, switched on via the socket to the left side of stage.
- WC facilities and passageway lights are fully automatic and will go out after a period of inactivity.
- Garden room lights are to the left as you enter the Garden Room
- External lights are automatic and don't need to be touched.

STAGE

- Light switch is behind the curtain on the WC side of the stage
- Switch for the curtain motor is behind curtain on the WC side of the stage. Must be switched off when not in use.

HEATING

- Heating in the Hall and Garden Room is separate and are Automatic, when movement is detected.
- There is a switch on the wall (adjacent to sensor, high on LH wall) if you need to turn heating off in cold weather e.g. because of physical activity. This **MUST** be turned back on at end of hire ready for the next hall hirer – this provides frost protection overnight and the P.I.R. detector will be ready to activate the heating on sensing movement in the hall.
- The system switches off automatically after you leave the hall.
- Background heating in the WC facilities is pre-set and not to be touched.

KITCHEN

- WATER HEATER SWITCH (for hot water to sink in kitchen) is to the right of the draining board. Allow approximately 15 mins to heat water for washing up. Please switch off when no longer required to help us to keep our costs down.
- Wine Chiller cabinet are set for 5 degrees C and should reach this temperature within approx. 15 minutes of switching on at the wall socket. Please switch off on vacating premises but ensure one door is wedged slightly open with the cloth provided to ensure air circulation when not in use.
- Tea Towels etc. Unfortunately for hygiene reasons the hall does not supply or launder tea towels nor provide washing up liquid/brushes/sponges. Please bring your own with you and take them home afterwards. This also applies for the Garden Room kitchenette.

BAR – Request the use of the bar when making the booking to ensure it is unlocked for you.

- Wine Chiller – see information in Kitchen section above.
- Sale of Alcohol. If Alcohol is to be SOLD, use of the ‘Alcohol licence’ must have been requested when making the booking (small charge)

END OF HIRE CLEANING AND CHECKS (This is your responsibility)

- Ensure floors and surfaces and toilets are clean. (Brooms, mops and vacuum cleaner located in the West Store)
- If dry mops have been used – vacuum them after use
- Take away all rubbish (all bins, including from toilets emptied) as there is no bin collection from the hall.
- Return all chairs and tables to their correct place (folding tables and upholstered chairs in East Store, plastic chairs and fixed leg tables in Hall/Garden room.
- Check heating switched back on in Hall /Garden room
- Check windows and fire exits closed. Lockable doors locked, including Garden room sliding door if you have used it.
- Check water heater switch in kitchen is OFF
- Check wine coolers (if used) switched off and doors partially open.
- Check Freezer in Bar (if used) is switched off and door partially open.
- Check stage lights and curtain motor switched off (if used)
- Check Garden room, storerooms, coloured lights (in hall), hall, kitchen and entrance hall lights are all switched off .

FINALLY

- Ensure everyone has left the building

- Lock the front door ('wake up' the door lock, hold the # key for 3 seconds, lift handle to engage multipoint locks)

Additional points

Bouncy castles

The hall provides no insurance for the use of bouncy castles. The hirer must ensure they, or the bouncy castle provider, are adequately insured against any injury sustained.

