



# All Saints & District Village Hall

## VILLAGE HALL USER GUIDE

**KEY** - The key can be collected, by prior arrangement, from Mrs Barbara Foulkes on 01297 35687

**LOOS** - Ladies and Gents lavatories are located on the left and right-hand side respectively inside the entrance hall. A disabled Loo is located on the right-hand side to the rear of the main hall.

**LIGHTS** - The light switches are located in the large cupboard on the right-hand side at the rear of the hall.....main lights (3 switches) + bar lights (3 switches). It is important that the Emergency Lights switch remains on during your event. Please ensure that all lights are switched off at the end of your event before you leave the hall.

**HEAT** - The radiators will have been pre-set to Level 4 to ensure an ambient heat. These can be switched down individually if required, but please ensure that they are re-set at Level 4 before you leave the hall.

**SAFETY EQUIPMENT** - Fire extinguishers are located throughout the hall. There are 2 First Aid kits - one in the kitchen and one behind the bar. In the unlikely event that something is required from the First Aid kit please record the incident in the Accident Book which is located with the First Aid kit in the kitchen. A Fire Blanket is located in the kitchen.

**FURNITURE** - Tables and chairs are located in the store cupboard to the right of the stage. There is a selection of tables in 3 different sizes and approximately 150 chairs available. Please return all tables and chairs to the store room at the end of your event, stacking the chairs 8 high (do not mix colours), leaving the marked-out escape route on the floor clear.

**KITCHEN** - Guests are welcome to use all of the equipment in the fully-fitted kitchen. The gas supply tap for the double-oven cooker is located inside the chair store to the left of the fire exit door. Please ensure that this is switched off again at the end of your event. In addition to the cooker there is also a microwave oven, a fridge and a commercial dishwasher. Full instructions for the use of the dishwasher can be found in situ. The dishwasher requires approximately 1 hour to heat up, but thereafter each wash cycle will only take 3 minutes. Please follow the instructions exactly and ensure that the dishwasher is emptied correctly at the end of use and disconnected from the power source. There are 2 kettles in addition to a fully plumbed-in hot water boiler. The power supply for this is at the back of the boiler.

Up to 100 place settings (crockery and cutlery) are available at no extra cost. Tea towels are not available – so please supply your own. We are unable to dispose of your refuse so please remove this when you leave. Teapots, water jugs etc. are located in the cupboards below the work tops. Cleaning equipment can be found in the tall cupboard to the left of the external kitchen door.

**BAR** - The bar area is located opposite the chair store. There is a limited supply of larger glasses available in the cupboard at the back of the bar, but additional glassware (including wine glasses) can easily be hired from most supermarkets for a small returnable deposit. If you are charging your guests for alcoholic beverages please ensure that your “Temporary Event Licence” is on display in the bar area. *(Full details of how to obtain this licence was provided at the time of your booking)*

**PARKING** - Guests have full use of the car park. There is a limited number of dedicated spaces allocated for disabled parking.

