

The Trustees hope that you will enjoy using the facilities provided at our Village Hall. The Hall has been equipped to a high standard and these notes will help you use the main features. Instructions for equipment installed in the Hall are located near each item – please take time to read them if you are unfamiliar with the controls.

Entering and leaving the building

If the building is not already open, the alarm will be set:

- Unlock the left-hand main door and pull it to open it.
- An alarm warning beep will sound.
- Go to the alarm panel just inside the door on the left and key in the 4-digit alarm code.
- The alarm warning will then stop.
- Please undo the bolts holding the other main door.

When you are ready to leave:

- Make sure the rooms you have used are clean and tidy;
- Return any furniture that has been moved;
- Close and lock all windows and close all the blinds.
- Please check that all the internal lights, including those in the toilets, and the ventilation fans are switched off.

If you are the last person to leave the building, please set the alarm and lock the doors:

- Check that the left-hand door is bolted top and bottom.
- Go to the alarm panel, key in the 4-digit alarm code and press the YES button.
- An alarm warning beep will sound.
- Go outside and close and lock the remaining door.
- **Then pull both doors to ensure that they are correctly locked.**

If the alarm continues to sound repeat the entry and exit procedures using the locking door only.

Fire precautions

Please read the fire information displayed on the Reception Area Notice Board opposite the entrance and make sure everyone is aware of the fire exits and fire assembly point. Please keep the fire exits clear. Note that the fire exit doors from the Main Hall are alarmed and must not be opened except in emergency or if agreed in advance. It is a condition of the Premises Licence that these doors are kept shut while live or recorded music is being played. The fire and door alarms are monitored remotely.

Equipment

Visually inspect equipment before use. If any equipment is or appears to be faulty, do not use it and please tell the caretaker or the booking manager as soon as possible.

- Ladders provided in the Hall are for maintenance only and should not be used.
- Please do not drag stacks of chairs or other heavy items over the floors.

Heating

The heating in the hall is provided underfloor from an air-source heat pump and is controlled thermostatically. There are no controls available to hirers. Please advise us if you find the temperature uncomfortable. Fans are installed in the main hall, activities and meeting rooms which can be used to provide air-flow. Please turn them off after use.

Thank you