

QUICK GUIDE FOR HALL USERS

On arrival

Getting in

- Enter the keypad access code that you have been given.

Putting the door 'on the latch'

- After entering the door will lock shut behind you and the push button opener outside won't work. To activate the button so others can get in, set the small black switch on the end of the silver metal box above the doors to 'open'. **Never wedge the door open – you could damage the motor and incur a costly repair.**

Turning things on

- Most of the lights are controlled from the panel of switches on the wall of the foyer. Turn on the lights for the toilets, corridors and the rooms you will use.
- The kitchen, staff toilet and main hall have light switches just inside their entrance doors. The main hall switch should be briefly pushed then released to turn on and off. Holding it down will dim/raise the lights.
- Hot water for the kitchen sink and hand washing is turned on using the blue illuminated switch in the foyer. Press once for 30 minutes heating up time which should be more than enough for most bookings. Takes 10 minutes to warm up.

Kitchen

- Turn on the dishwasher to fill and heat up. Once hot it will do repeat washes at 3 minutes per wash. There are instructions on the cupboard doors above.
- Bring your own tea towels for any hand-washing.
- Turn on the wall boiler if needed (allow about 20 minutes to heat up).
- Turn on the fridge and mini-freezer if needed.

Set up your furniture

- Move tables and chairs to wherever you want them in the Main Hall and the Bowden Room but be careful not to obstruct fire exits or extinguishers. Take note of where everything came from and how it was stacked so you can put it back in the same place before leaving. Be especially careful not to leave chairs and trolleys in front of fire exits.

Useful to know

Emergencies

- The **mains water stopcock** is located in the cupboard under the left hand sink.
- The **main power switch** is in the small room next to the staff WC behind the kitchen.
- A **First Aid Kit** is located on the wall of the foyer. Record all accidents (even small ones) in the accident book please.
- **Call the emergency services using wifi calling from a mobile phone.** Connect to Airband (pw TVCHbackup) if the open wifi TVCH_Guest is unavailable.
- Call a member of the hall committee:

Jill Arthur	01647 252922
Joan Banks	01647 252805
Corony Edwards	01647 253059

Heating

- In cold weather the heating will have been set to come on ahead of your arrival.
- Main hall: Turning off the fans also turns off the heating. Instructions are on the wall to the right of the serving hatch and above the thermostat near the light switch.
- The room thermostat for the Bowden room is the small white square box on the wall to the left of the doors. Press the button bottom right and when the arrow symbols appear, use them to raise or lower the set temperature.

Main Hall lights

- Each of the 7 rows of ceiling lights in the main hall can be turned on or off individually at the control box at the front left front side of the stage area. Turn them all back on before leaving.

CD Player and Amplifier

- There is a CD Player and Amplifier in the main hall to the left front side of the stage area. Turn on CD Player front left and Amplifier rear right. The Amp has auxiliary input phono sockets at the rear and a microphone ¼ " jack plug socket front right with independent volume control in case you want to plug in your own equipment.

Induction Hearing Loop

- In the Main Hall the control unit is below the CD Player to the right hand front side of the stage area. In the Bowden Room there is an on/off switch mounted high in the far left corner. Please turn off again when you have finished.

Cleaning equipment

- There are cleaning materials and equipment including a vacuum cleaner, brooms etc under the staircase in the stage area. Note colour coding for kitchen, toilets etc.

Other equipment

- Please don't attempt to use any of the more specialist equipment like the lighting rig bars unless you have arranged this with us at the time of booking.

Departure checklist (highlighted items are those most often overlooked)

Here is your ten point checklist for shutting down and locking up	✓
1. Empty and drain the dishwasher (if used). Instructions are on the kitchen wall.	
2. Clean down the kitchen and put away everything you've used.	
3. Turn off all the kitchen appliances at the wall sockets.	
4. Clean table tops and put away all furniture exactly where you found it.	
5. Turn off and unplug the CD player, induction loops etc if used.	
6. Sweep floors and clean up any spills.	
7. Empty the bins of your rubbish to take away with you; replace the bin liners.	
8. Check all windows and doors to the field etc are closed and latched shut.	
9. Lights and water heater: Check the staff toilet, kitchen and main hall lights are off, then turn off all the light switches at the panels in the foyer. Check the Bowden room lights are fully off: push the button switch - turning it just dims the lights. If the water heater is still on, press the button repeatedly until it is off.	
10. Secure the main doors by setting the small black switch on the end of the silver metal box above the doors to 'lock'. Before leaving, test the push button outside to check the lock has engaged.	

Thank you for taking good care of your hall!