

Hollowell and Teeton Village Hall User Instructions

On Entry

First you need to turn on the water and put coins in the electricity meters:



Water

Turn on water using TWO stopcocks. One stopcock is in the small, floor-standing, kitchen cupboard facing the door that exits to the main hall (turn anti-clockwise to open the tap).

The other stopcock (blue lever) is located at the right side of the gent's urinal. Turn this upwards, so it is parallel with the pipe.



Electricity Power Supply

All lights and main hall power sockets work without putting coins in the meter. For heating and hot water please use the two pay meters. Both meters require £1 or £2 coins.

The pay meter in the kitchen, near the door to the bar, supplies power for heating and hot water in the kitchen, bar, toilets, and entrance hall.

For heating in the main hall there is a separate pay meter just inside the tall cupboard on the lefthand side of the large window. This cupboard contains all the hall tables. The meter is tucked inside on the righthand wall. You may need to pull out the table trolley to reach the meter.



Hot Water

Kitchen: To obtain hot water for the kitchen sink there are two immersion heater switches which are located up high on the kitchen wall above the microwave and to the right.

The switch labelled "SMALL, TOP" is for small to average use; and the switch labelled "LARGE, BOTTOM" is for continuous use of large amounts of water. Turn on one of these so the red light is showing. You should have hot water after 30 minutes. You will need to run the kitchen sink tap for a few minutes to draw the hot water through the pipes.

Bar area and loos: The switch to turn on the hot water for the bar area and gent's/ladies' loos is located in the gent's loos, on the wall to the left of the mirror.

Hot water to the bar sinks will come through within 15 minutes of the heater switch in the gent's being turned on.

Power Supplies & Heating Controls



There are three separate zones for the principal heating: Main Hall, Bar Area and Kitchen. Each zone is controlled by its own blue, illuminated switch. Pressing the button once turns on the heating for one hour. Pressing it twice turns it on for two hours etc.

Main hall heating, a blue, illuminated switch, located just outside the large hall cupboard, to the left of the big window, controls power to the hall heaters. Each of the four wall heaters are controlled independently via a handheld controller. Find the controller and detailed instructions on a sign in one of the window recesses.

Kitchen heating, a blue, illuminated switch on the wall exiting to the bar area controls the heater.

Bar area heating, a blue illuminated switch on the wall near the door exiting to the toilet corridor, controls the heaters.

Toilet area heating, there are two wall mounted fan heaters with pull cord switches.

Kitchen Appliances

Instruction manuals are in the red folder on the kitchen shelf.

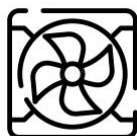


Cooker: Turn on the main power switch on the wall. On switching on the cooker, the oven clock display will flash. This **MUST** be reset; otherwise, the oven will not work. To set the clock press and hold the two left hand buttons under the clock and simultaneously adjust the time using the +/- buttons.

NOTE: Both ovens have a silicon liner in each base, which is washable. If the liners become soiled, please wash in warm water and replace them in the oven. **DO NOT THROW THEM AWAY.**

Fridge: Turn this on via the labelled switch on the wall.

Operating the Kitchen Extractor Fans



There are two extractor fans in the kitchen which must be used to extract smells and steam when using the cooker. Each fan is operated by a cord and there are four 'modes' for each fan. The modes are:

'ON FAST' – 'ON SLOW' – 'OFF (LOUVRES OPEN)' – ('clunk') 'OFF (LOUVRES SHUT)'

The fan can be put through the above cycle by repeatedly pulling gently on the cord. To use each fan, follow these instructions:

Assuming that the fan is off, pull the cord gently downwards. If the fan does not operate (and a loud 'clunk' is heard), pull gently again and the fan will operate.

The first operational mode is 'ON FAST'. Pulling the cord again will engage 'ON SLOW'. The next cord pull will turn the fan OFF (LOUVRES OPEN)', and another pull will close the louvres with a loud 'clunk' to be 'OFF (LOUVRES SHUT)'.

NOTE: when leaving the Hall, both fans must be left in the 'OFF (LOUVRES OPEN)' mode.

This mode is the mode following 'ON SLOW' and ensures that fresh air is allowed into the Hall to let it breathe. Please do not leave the fans in the 'OFF (LOUVRES SHUT)' mode.

First Aid Kit and Fire Appliances



First Aid: (Green Box) and Burns Aid (Red Box) are located on shelf in kitchen. There is also a separate accident book on the shelf.



Fire extinguishers – there are two for use with all types of fire.

One is in the bar area.

One is in the main hall by the emergency exit.

A **fire blanket** is located in a red plastic box, on the external wall to the left of the cooker.

On Leaving

1. Please turn off all heaters by repeatedly pushing the illuminated switch on each unit until no time-blocks are illuminated. Check the wall mounted fan heaters in toilets, the immersion heaters, cooker, fridge and hot cupboard are all turned off
2. Please switch off the fridge at the wall and leave fridge door open with a tea towel folded over the door
3. Turn off both water supplies to kitchen and to toilets.
4. Make sure all lights are turned off.
5. Leave all internal doors open for air circulation.

6. **Clean the Hall thoroughly so that it is left as you found it. This includes the oven if you have used it and the fridge.** Your hire charge does not cover the cost of additional cleaning. Cleaning equipment is in both the tall cupboards in the hall, under the kitchen sink and in the cupboard in the ladies' toilet. Hazardous cleaning chemicals are in a locked cupboard in the bar near the hatch. A key is provided. Please make sure this is locked when you leave.
7. The bins inside the hall must be emptied. Place all rubbish in the black wheelie bin and all recycling in the blue top bin. (Wheelie bins are located outside the main hall)
8. Please make sure the kitchen fans are off but with the louvre doors open. (See fan instructions above)
9. Lock up and return the key to the key safe as directed at the time of booking.

Further information:

1. Red upholstered chairs are not for outside use.
3. Do not stack chairs more than six high.
4. Do not attempt to carry or tip a water boiler containing hot water
5. Report any breakages or missing items to the bookings clerk.
6. Please wash and return any used cloths, tea towels and tablecloths within three days of hire.

For assistance contact:

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Paul Mourant	4 Home Farm Yard	07850 066885
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