

## **Instructions for use of the hall**

The following instructions apply to use of the hall:

As you enter:

### Water Supplies

Turn on water supplies. For the kitchen, the stopcock is located in the small kitchen cupboard facing the door that exits to the main hall. For the bar area and toilets, the stopcock is located at the side of the gents urinal.

### Hot water

For the kitchen, two immersion heater switches are by the large wall cupboard. Switch labelled "TOP" is for small to average use; and switch labelled "BOTTOM" for larger parties.

For the bar area and toilets, switch is located above hand basin in gents toilet.

### Power Supplies

All lights and main hall power sockets have direct connection. Two pay meters control all other power. Both meters require £1 or £2 coins. Pay meter in kitchen supplies power for kitchen, bar, toilets and entrance hall. Pay meter in hall cupboard by the large window supplies power to hall wall heaters.

For heating, a switch, located just outside the hall cupboard door, controls power to the hall heaters. In the kitchen, a switch on the wall exiting to the bar area controls the heater. In the bar area, a switch on the wall exiting to the hallway controls the heaters. In the toilets, there are two wall mounted fan heaters.

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

## Conditions of use

1. No smoking on hall premises.
2. Sale of alcohol requires application for temporary event notice from DDC.
3. Hall must be left clean and tidy. (Brushes etc. are in the left hand cupboard in the main hall)
4. Red upholstered chairs are not for outside use.

## First aid kit and fire appliances

First aid (Green Box) and burns aid (Red Box) located on shelf in kitchen.

Fire extinguisher (water) is located by main entrance (do not use on live electrical equipment or liquid fires)

Fire extinguisher (powder) is located in main hall by emergency exit.

Fire blanket is located in kitchen near cooker.

## Kitchen Appliances

Instruction manuals are in red folder on the kitchen shelf.

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.

## As you leave

- v Please turn off all heaters, immersion heaters, cooker, fridge, and hot cupboard.
- v Turn off water supplies to kitchen and toilet.
- v Make sure all lights are turned off.
- v Lock up and return the key to the key safe as directed at the time of booking.

Please post rental money to Mr Lee Gane (telephone 07720 778861) at 9, Church Hill, Hollowell, NN6 8RR.

Please report any damages or breakages at the same time.