

# The Sampfords' Village Hall – Instructions for Hirers

## Alarm

The intruder alarm is in the entrance foyer. Enter the code you have been given to deactivate it. On leaving, enter the same code. The panel will ask you if you really want to set the system – touch the 'yes' button, and leave. The audible signal whilst the alarm is setting is about 30 seconds long. Remember to lock the door and return the keys as instructed.

## Parking



There is some parking in marked bays opposite the entrance door. If you need more parking, please ask.

## Equipment

Tables and chairs are in the storage area next to the kitchen. Cleaning equipment (brooms, mop, vacuum cleaner, dustpan and brush) are kept in the old surgery room. Please do not use anything from any other storage area leading off the hall– these are school property. A stage can be assembled if required, and there are also stage lights. If you require either of these please ask for more details. The main hall lights can be controlled by dimmers – please ask if you are interested.

Chairs are to be stacked no more than 8 seats high – and can be moved with the use of the chair barrow. Please stack chairs as shown. If you notice that any of the rubber feet are missing, please do not use the affected chair as it will scratch the floor.



## Smoking



The premises are non-smoking. There is a portable ash tray in the chair store which can be placed outside the main door. Please empty this after use.

## Catering

The kitchen is used by kind permission of the school. Village Hall crockery is kept in the cupboards as shown – please do not use any equipment you might find in any other cupboards.



More crockery, cutlery and some serving plates are kept on a catering trolley in the old surgery room. Anything else, including glasses and corkscrew will need to be supplied by yourself. The surgery also contains a fridge and a freezer for your use. We do not have cooking utensils. Use of the cooker is by prior agreement with the school, chargeable at £10.

You should find washing up liquid and some teatowels in the kitchen cupboards, but you may want to bring some spares. Please supply your own refuse sacks.

Two urns and a kettle for teas/coffees etc are stored in the surgery. After use, take care when emptying as they may still be very hot.

## Refuse



If you have been given a key to the bin store, please put all refuse into the appropriate containers. Recyclables can be placed in the green-lidded bins, but if you are unsure or have any mixed waste please put it in the large dumpster.

## Toilets

There are ladies and gents toilets, plus a unisex accessible toilet which is located in the corridor opposite the coat hooks. Please ensure these are clean at the end of the hire, and all windows are shut.

## Telephone

Not all mobile networks are usable in the village. In case of emergency, go to Wendy Peacock at 2 Robletts Villas.

## First Aid



A first aid box is located next to the main entrance. The key is on the set you have been given. Inside is a portable first aid kit that can be taken to a convenient place to deal with any minor injury.

## At the end of your hire, please check the following:

- All areas clean
- Windows and doors shut
- Taps off
- Kitchen servery hatch doors open (prevents overheating and failure of appliances)
- Rubbish removed
- Chairs and tables safely stacked
- Lights off
- Alarm set
- Door locked
- Keys returned (if applicable)

**Report any damage and breakages.**