

Information for Hirers *Please read this before you visit the Hall*

Check immediately on arrival that you have a functioning phone with a mobile signal, keep this available throughout the period of hire

Fire Safety

- Fire extinguishers located in: the foyer, main hall, meeting room, rear passage. There is a fire blanket hanging in the kitchen on the left of the door.
- Emergency exits are: the main door, the side door to the car park, the rear passage door into the field – all clearly marked.

Chairs and Tables

- There are 10 arm chairs in the meeting room, 40 stacked chairs & 10 plastic chairs stored in the right hand cupboard by the terrace and in the main hall. Please ensure they are re-stacked carefully after use.
- There are 4 round tables, 4 bridge tables, 4 rectangular lightweight tables, 4 rectangular wood tables, stored in the cupboard at the back of the main hall. Please take care when erecting and folding these, instructions are on the underside of the tables.

Kitchen

- The First Aid box on the windowsill
- The file of appliance instructions is on the windowsill, if in doubt please consult!
- The fridge freezer should be left switched off with the doors ajar.
- If you use the cooker please ensure it is clean before you leave.
- The hot water switch is on the left of the dishwasher and may be left on.
- The dishwasher may be used with permission and instructions should be followed carefully. It is essential that the water is drained at the end of the cycle.
- Please empty rubbish bins into wheelie bin and recycling boxes in the bin cupboard outside the hall. Replacement bin liners are under the sink.

Heating

- There are two electric heaters in the meeting room one in the foyer and six in the main hall. They should be switched on/off at the wall as well as with the red button on the heater. They all have thermostatic controls.

Lights

- There is an automatic outside light. The switch for the car park light is on the right of the front door near the coat rack.

Cleaning Supplies

- Broom, mop, etc. are kept in the cupboard in the meeting room. The vacuum cleaner is in the rear passage area.

Projector and Screen

- These are available for use with permission.

Emergencies

- In the event of a medical emergency or fire please call the relevant emergency services, then inform one of the Hall Committee contacts as soon as possible.
- In the event of a maintenance emergency please call a member of the Hall Committee.

Feedback

- If any issues arise during your time in the Hall, please inform the booking secretary.

Thank You!

Lamyatt Village Hall Committee

May 2017