

Duddenhoe End Village Hall Information for Hirers

2012



Keys

A returnable deposit of £20 is required for the issue of a set of hall keys to you. Each set of keys is numbered and must be returned within 24 hours of the end of Hall Hire.

[Long-term hirers are reminded to keep their keys safe and inform us if they are lost or stolen].

Please enter the Hall via the Kitchen Door; you can unlock the Main Doors from the inside.

On Opening the Hall

Lights

As you enter the Hall from the Kitchen door, you will see a light switch on the wall opposite you. That switches on the Hall's wall sidelights.

Main Hall, Equipment Cupboard, Gents, Ladies and Disabled Toilets: All switches for these lights are by the Equipment Cupboard/Gents toilet and clearly marked.

There are separate switches for the corridors to the Gents/Ladies toilets located in the corridors; these are clearly marked.

Main Hall Heaters

All Wall Heaters have TWO separate power switches. The primary switch is by the Gents Toilet and each is clearly marked and this should be used to turn the power on/off, this switch also provides power to the wall sockets near the heaters. Then, each Wall Heater has its own isolator switch on the wall above the heater, which should be left OFF when not in use. Each heater then has its own on/off settings and thermostat. The Curtain Heater above the main door is turned on/off by the power switch by the Equipment Cupboard/Gents toilet, this also has a high level adjacent isolator switch, which should be left on.

Water Heaters

Toilets: The main switches for the toilet water heaters are on the wall near the gents toilet, these are clearly marked.

Kitchen: The switch for the kitchen water heater is by the Kitchen (external) door.

Water (Applies only between 1 November and 31 March.)

The water should have been turned off at the mains and needs to be turned on. See the notice 'WATER PROCEDURES' posted on the wall by the kitchen-serving hatch.

Tables and Chairs

All tables and chairs are stored in the Equipment cupboard.

Kitchen Equipment

The kitchen power supply is outside the Equipment cupboard/Gents toilet and should not be turned off.

Fridge/Freezer: This will be turned OFF and needs to be turned on if you wish to use it

Additional Equipment:

- Cutlery/Crockery: If you have arranged to use the crockery and cutlery, these are located in the Store cupboard, which is locked; the key will be made available to you at time of hire. There is a standard breakage fee of £3.00 per item.
- Tablecloths: White table cloths are available to hire at a cost of £4.50 each.
- Tea Towels are available, please enquire at time of hire.

On Closing the Hall - Checklist

Tables and Chairs

Please make sure all tables and chairs are returned in a tidy manner and neatly stacked in the Equipment Cupboard.

Floors - Hall, Toilets, Corridors

Please ensure that ALL floors are swept and if necessary, washed. The vacuum cleaner and brooms are in the Equipment cupboard and the floor mop/bucket are kept in the kitchen.

Kitchen

- The fridge/freezer must be emptied (cleaned if used), switched off, and the doors left open.
- All appliances (fridge/freezer, cooker, microwave and dishwasher) must be turned off.
- All kitchen surfaces must be wiped and left clean; the floor must be swept and washed.
- Crockery, if used, must be washed and returned to the store cupboard. Please advise of any breakages.

Rubbish

Please take away with you ALL items of rubbish; we do not have a refuse collection service.

Heaters

Any heaters (including water) used during the course of the hire must be turned off.

Note: Between 1 November - 31 March, do NOT turn off the wall heater in the kitchen, the heater in the Gents toilet or the heater in the corridor to the Ladies toilet. These MUST be left on to provide frost protection.

ALSO, the door from the corridor to the Ladies toilets must be hooked OPEN so that warm air can reach these toilets

Water procedures - Applies only between 1 November and 31 March, when the water MUST be turned off at the mains. See the notice 'WATER PROCEDURES' posted on the wall by the kitchen-serving hatch.

Curtains and Front Door

Please ensure all curtains are left open, and that the Front Door, if used, has been locked properly.

Lighting

Please ensure all lights are turned off, including the outside light as you leave (the small automatic solar light above the door will give you sufficient light to lock up).

Lock Up and Return the Key**NOTES AND OTHER INFORMATION RELEVANT TO YOUR HIRE****IMPORTANT INFORMATION**

The hall is in a residential area; please respect our neighbours when leaving the hall and car park

Please use the checklist and follow the 'rules'

They may seem onerous, but:

- We do not have a caretaker and rely on users to leave the hall, as they would like to find it.
- We must avoid burst pipes during the winter if there is a deep frost.