

## **DALHAM VILLAGE HALL**

### **INSTRUCTIONS FOR THE USE OF THE HALL**

#### **FACILITIES**

**Chairs – 70 Numbers are limited due to storage space**

**Tables – 13 + 1 – 13 can seat 6, 1 can seat 4**

#### **Main Hall –**

- **Dimensions - 12.6m x 5.7m**
- **Number of tables and Chairs that can be comfortably accommodated for a formal meal – 10/60**
- **Number that can be seated for lecture etc If in excess of 70 the hirer to provide the additional chairs**
- **Suggested maximum number for Buffet style reception - 85 people**
- **Suggested number for Band plus dancing - 50 people**

#### **Kitchen –**

- **Cutlery – 60 Full place settings plus Serving Spoons**
- **White China, 60 of each - Dinner and Dessert/Side Plates, Bowls, Cups and Saucers**
- **Wine goblets - 81**
- **1/2pt Glasses – 17 plus a number of Pint Glasses**
- **Jugs - 6**
- **Cafetieres - 10**
- **Electric Warming Plate**
- **Double Oven**
- **Dishwasher**
- **Fridge**
- **Hot Water Boiler**

#### **Telephone -**

- **A telephone for emergency use is situated in the Store Cupboard.**

#### **Internet Access**

- **WiFi access is provided free of charge.**

#### **USING THE HALL**

##### **Key Access:**

- **Enter the key code and turn the dial to the right**
- **When returning the key repeat as above but turn the dial to the left**
- **Remember to hold the B down as you turn the dial**
- **Check that the key cabinet is secure**

## **Electrics**

- Switch on the override to the right as you enter the building.
- External lights are on a timer Monday to Friday.
- This can be overridden by pressing the ADV button on the time switch on the right hand wall in the store cupboard. The time switch will switch off at 22.00 Mon – Fri and 23.00 Sat and Sun. 'On' time is only set for Mon – Fri.
- Please switch off lights and the override when leaving. N.B. Override switch does not control outside lighting.

## **Kitchen**

- Oven – switch on at the wall, set a time to allow oven and rings to work, it does not have to be the correct time.
- Fridge – switch on at the wall
- Dishwasher – switch on at the wall
- Hot Water Boiler – switch on at the wall and on the machine
- User Manuals are stored in the top right hand cupboard to the right of the cooker
- Please switch off all appliances when leaving

## **Noise Limiter**

- This indicates if the noise level is within the limits set, a light will indicate if the limit is being exceeded
- The electric sockets will switch off if the limit is exceeded. The electricity will automatically come back on after a short period.

## **Heating**

- The boiler is on continuously, the temperature in the Hall can be increased or decreased by adjusting the Thermostat in the Main Hall. Do not adjust the radiators.
- Please return the Thermostat to the preset temperature (normally 3) when leaving.

## **External Doors/Windows**

- Please ensure these are securely shut and locked and the blinds are closed when leaving.

## **Tables and Chairs**

- Please use the trolley when moving chairs and avoid dragging them on the floor
- Please do not block Fire Exits
- Tables should be returned to the Trolley, secured with the strapping
- Please return the Tables and Chairs to their original positions in the store, this allows access to the Boiler and Junction Box. Stack metal Chairs in 7 stacks each with 9 high with backs to the door.

## **Cleaning after Parties etc**

- Wipe down tables
- Clean up any spillages
- Sweep/vacuum the Hall floor
- Wipe down kitchen surfaces with the Sanitizer provided
- Note to users having drinks, please use the quick programme on the Dishwasher for Glasses/cups, and place in the cupboards/drawer before leaving.

## **ON LEAVING THE HALL**

### **Please Ensure**

- **Kitchen surfaces have been wiped down with the Sanitizer provided**
- **The appliances are switched off at the wall**
- **The kitchen door is closed**
- **The Hall is swept/vacuumed and spillages cleaned up**
- **The Tables and Chairs have been returned to the store in their original positions**
- **All windows are closed and locked**
- **All taps are turned off in the toilets and kitchen**
- **Lights are switched off**
- **The override is switched off**
- **The front door is locked and the Key returned to and locked in the key safe**
- **Report any breakages to the booking secretary**

## **Problems during Hire**

Please contact one of the following Committee Members:

Jenny Brown 01638 500213

John Owen 01638 500122

Kim Stopher 01638 500559

Rachel Mack-Smith 01638 500305

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