

DALHAM VILLAGE HALL

INSTRUCTIONS FOR THE USE OF THE HALL

FACILITIES

Chairs – 70 (60 metal with blue seats and 10 wooden green seats). Numbers are limited due to storage space

Tables – 13 (5ft by 2.5ft) can seat 6 and 1 (4ft by 2.5ft) can seat 4

Main Hall Capacities

- 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 – 70. If in excess of 70 the hirer to provide the additional chairs (subject to maximum capacity restrictions).
- 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 - Plates – Dinner and Dessert/Side Plates, Bowls, Cups and Saucers
- Wine glasses - 70
- 1/2pt glasses – 17 plus a few Pint Glasses
- Jugs - 6
- Cafetieres - 9
- 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

- Slide down black cover of the key safe and rotate the numbers to the code and slide down left lever to open.
- When returning the key ensure it is fixed to the Velcro, close the safe and spin the numbers and close the cover.
- Alternatively, a key will be provided to the hirer by the booking secretary which after use (with the hall safely secured and locked up) should then be posted into the post box.

Electrics

- Switch on the override switch to the right as you enter the building.
- External lights are manually turned on by a switch in the store cupboard. (Please ensure if turned on that the external lights are then turned off at the end of the hire).
- Please switch off all lights in the hall and also the override switch when leaving. NB 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 – fill manually with water prior to plugging in and turning on at wall.
- User Manuals are stored in the top right-hand cupboard.
- Please switch off all appliances (especially water boiler) 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 during the winter months. The temperature in the Hall can be increased or decreased by adjusting the Thermostat in the Main Hall. If changed please return the Thermostat to the pre-set temperature (normally 3 during winter) when leaving.
- Please do not adjust the radiators.

Blinds

- To open the blinds to prevent damage these first need to be tilted (using the chain) before they are pulled open with the cord.
- Please close all blinds at the end of the hire.

Walls

- Please do not affix anything to the walls as this causes damage to the paint work.

Tables and Chairs

- Please **do not drag chairs or tables** as this will damage the floor. There is a trolley provided for moving chairs. Please do not block Fire Exits.

ON LEAVING THE HALL please ensure

- All kitchen crockery, cutlery and glassware has been washed in the dishwasher and once dried put away as found.
- Kitchen surfaces and tables have been wiped down with the Sanitizer provided.
- The Tables and Chairs have been returned to their original positions in the storeroom as per photo and instructions on storeroom door to allow access to the Boiler and Fuse Boxes. Tables should be returned to the Table Trolley. Stack metal blue chairs in four stacks of 9 high on the left hand side and three stacks of 8 chairs on the right hand side all with backs facing outwards to facilitate moving with the chair trolley. Green wooden chairs are stored in two stacks of 5 high.
- The Hall has been swept/vacuumed and spillages cleaned up.
- All electrical appliances (including cooker and water heater) have been switched off at the wall.
- All rubbish has been disposed of in the black wheelie bin, or if the bin full, removed from the site.
- Check that all taps in the toilets and kitchen have been fully turned off and have not be left dripping.
- All internal doors are closed.
- All windows and external doors are closed and locked and blinds are drawn closed.
- Lights are switched off.
- Switch off the override switch, to the left of the entrance (on your way out).
- The front door is locked and the Key returned to and locked in the key safe or left in the post box as instructed by the booking secretary.

Problems during Hire

Please contact one of the following Committee Members:

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