

Occold Village Hall Hirer Quick Guide

Entrance/Entry

Approach hall via driveway, carpark or public footpaths to playing field. Enter through the main doors to lobby area under canopy on the patio. Key safe is located to the LHS of the front door under the canopy. Code and instructions will be sent with hiring information.

Light Switches

Outside Lights: Switches are time clock controlled but can be overridden by the switch in the main hall to the LHS of the patio door.

Lobby Lights: Switches are on the RHS next to the main doors.

Toilet Hallway: Light Switch is situated just beyond the main toilet door from the lobby.

Individual toilet lights: These are turned on/off via movement detectors.

Main Hall Light and Dimmers: These are situated just inside the main hall LHS and are operated by... Top row 3 switches – Main hall lights. Bottom button pushes on for wall lights and is a dimmer switch.

Lower Hall: switches are on the RHSS – top 2 switches on, bottom 2 hold down to act as dimmers.

Kitchen Lights: Switches are just inside the kitchen door.

Store rooms 1 & 2: Switches are just inside each of the double doors.

Extension Store Room: Switch is in the middle of the wall between the 2 set of doors and at the bottom of the main stairs.

Cleaners Cupboard: Switch is just inside the door.

Nappy Changer

There is a Nappy Changing unit in the Disabled toilet. Please dispose of nappies appropriately.

Disabled Toilet Distress / Attention Alarm

If the distress / attention alarm is triggered (by pulling the Red Cord) in the Disabled toilet it can be cancelled by touching the '**RESET**' switch above the disabled toilet door in the lobby.

Main Hall

Floor: Please do not wear footwear that is likely to damage the main hall floor (ie high heels, football or rugby boots, marking black soled trainers etc).

Patio Doors:

To Open – Disengage the 4 silver bolts to the floor and ceiling located at the hinge joint, gently push the hinge joints and the doors will fold and slide to left and right.

To Close – Gently pull the doors from folded position, use the handle in the middle of the hinge to pull doors 'home', aligning the central lock then engage the 4 silver bolts to floor and ceiling. Check all is secure.

These doors form one of the EMERGENCY EXITS from the main hall. Please ensure they are unlocked and disengaged during the period of hire. Please keep the exit clear.

Induction Loop Hearing System: This is switched on by the white box at ground level 5 meters to the right of the lobby doors when standing in the main hall.

Heating / Thermostats: Main heating system is time controlled. It is backed up by a room thermostat in the main hall situated in the Lower Hall bar area. **Please do not raise the room thermostat above 20 degrees and ensure it is turned to zero at the end of the hire.** There are individual thermostats on the radiators also.

Air Extraction – Ventilation / heat recovery system: Control switches for this are located by the thermostat in the Lower Hall bar area. These can be set to extract hot air in the summer and replace with outside fresh air or in the winter extract air from the hall but heat replacement air into the hall.

There are 4 units controlled by 2 control units as below:

Top Slider Switch to position 'o' for on

Middle Slider Switch:

Position 1 – Heat exchange for winter use

Position 2 – General Air Extraction – summer use

Position 3 – Twice as powerful as Position 2 – summer use

Bottom Slider Switch control fan speeds

Please note - the 4 isolator switches to the right of control panels must be on.

Sound system and Velux Roof Window/Blinds: Please consult a trained committee member on how to use this equipment.

Tables and Chairs

These are stored in the store rooms next to the kitchen area and in the extension. Please do not drag them across the floor – you will damage the floor. Please ensure they are put back in the store and storage units in a tidy and safe manner.

Kitchen Appliances and Crockery etc

Crockery, glassware and utensils: These are stored in the labelled kitchen units. Please put away accordingly.

Fridge and Freezer: These work the same as domestic units. They need to be turned on for the period of hire if required and turned off after use.

Cooker, Dishwasher and water heater: Individual instructions are sited by each of these appliances – please do not leave the dishwasher running over the end of your hire – you are responsible for emptying the crockery and putting it away.

Please turn off all electrical appliances at the wall socket at the end of the hire.

First Aid

First Aid Kit is located in the labelled kitchen cupboard by the door. **There is a Defibrillator located outside the Hall by the kitchen window.**

Cleaning equipment

Basic cleaning equipment is stored in the cleaner's cupboard in the store room next to the kitchen. Basic washing up/kitchen cleaning equipment is stored beside the sink.

Rubbish Disposal

Rubbish bins are situated around the hall, black bin bags are under the kitchen sink.

Outside the kitchen are:

Blue/Green Wheelie bin - for paper, cans and recyclable packaging

Black/Grey Wheelie bin - for General Rubbish

These bins may be locked to dissuade fly tipping. The bin key is located on top of the key safe in the disabled toilet and the code for the combination padlock is 619. Please replace key after use and relock the padlock.

Adjacent to the Hall Car Park are Glass Bottle Banks for glass of all types

Please try to re-cycle all rubbish appropriately

Noise & Neighbours

Please respect the neighbours near and far – Thank you

Decorations

Please use the hooks as installed to hang decorations from. Please do not use Blu-tac, pins, sellotape etc on the walls, doors, windows or ceilings.

Hot Water

In the vicinity of all hot water requirements there is an instantaneous water heater – it may take a few moments for hot water to reach the tap – please be patient. Do not leave taps running. If no hot water is available from that tap within 30 seconds then there is something wrong – please report the problem.

Water stop Cock

Under the main Kitchen Sink (by the windows) at the very bottom of the cabinet.

Electrical Trips and shut off

The trips and main shut off is located in the cleaners cupboard in the store room next to the kitchen – any faults please report them so we can arrange for them to be professionally corrected.

Gas Bottle Change Over / Shut Off Valve

This is located in the Outside Bin Store

Contacts

Vice Chair:	Ted Hampson	07941776927
Secretary:	Carol Peters	07789236082
Treasurer:	Gill Chapman	01379 678446