

# CHOLDERTON VILLAGE HALL

## INSTRUCTIONS FOR USE OF HALL

### Keys

Keys are kept by: Gill Cartwright  
Lilac Cottage  
Cholderton

01980 629269

### Entry

Enter the hall by the side entrance, then unbolt the main door to open it.

### Heating

Switches for the heaters are located on the wall to the right of the stage. The heaters in the kitchen have switches below them. The immersion heater for hot water is located

### Safety and Security

The **First Aid box** is located in the kitchen.

**Smoking** is not permitted anywhere on the premises

**Fire precautions.** In the event of a fire, the premises should be evacuated in an orderly manner using the appropriate exits and the Fire Service called by calling 999 or nearest house. (Please check; some mobile phones will not have reception in the village).

Fire exits, fire extinguishers and fire blankets must be noted before the Hall is occupied and pointed out to guests.

No highly flammable substances should be brought into the Hall and no internal decorations of a combustible nature should be used.

### Equipment

**Chairs** and small tables are stacked in the hall. Larger tables are stacked in the entrance hall.

**Decorations** etc must not be put near light fittings or heaters.

**Music** should cease half an hour before the end of an evening hiring, except by prior permission of the Management Committee.

The **Oven** instructions are

**Dishwasher** instructions are

**Crockery** is to be found in the kitchen cupboards

### **Before vacating the Hall**

Please ask your guests to leave quietly at the close of your event.

### **Cleaning**

Please leave the in the condition you would expect to find it.

All rubbish should be removed from the site.

We reserve the right to levy an additional charge for cleaning if the Hall is left in an unsatisfactory state.

Please ensure the fridge freezer is clean, turned off and left open. All chairs and tables should be stored correctly.

### **Lighting and Heating**

Please ensure all heating and all lights, including the outside light, have been turned off.

Please remember to lock the doors and return the keys

### **Faults/Damage/Comments**

Please report any faults or damage to the booking secretary as soon as possible.

The Management Committee welcomes comments and observations that you may have about the hire of the Hall.

### **Management Committee contacts:-**

Chairman	Barry Cartwright	629269
Booking Secretary and Key holder	Gill Cartwright	629269
Treasurer	Graham Reeves	629813