

CHOLDERTON VILLAGE HALL

INSTRUCTIONS FOR USE OF HALL

Keys

Keys are kept by:

Gill Cartwright	Graham Reeves
Lilac Cottage	“Poppies”
Cholderton	Amesbury Road
	Cholderton
01980 629269	01980 629813

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 in the cupboard at the top of the stairs, which houses the hot water tank. Please make sure that the immersion heater is turned off before you leave otherwise you may be charged extra **to cover the cost of the wasted electricity.**

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

Curtains must be opened and closed using the correct cords located **to the left or right of the windows.** To do otherwise **will** break **the fittings** and the hirer will be liable to pay for repairs.

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 and Hob** instructions are on the wall near the ovens
Dishwasher instructions are in the drawer next to the sink
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 **Hall** 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.
(The outside light over the kitchen door will turn off automatically when you leave.) 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.

Immersion Heater

Please make sure that the immersion heater, **in the cupboard at the top of the stairs**, is turned off **when you leave**. The hirer is liable to pay for the extra electricity if it is left on.

Management Committee contacts:-

Chairman	Barry Cartwright	01980-629269
Booking Secretary and Key holder	Gill Cartwright	01980-629269
Treasurer	Graham Reeves	01980-629813