

Chieveley Village Hall – User Guide and Instructions

Your set of keys consists of 4 keys:

The large one opens the main doors, the small one the windows in the kitchen & club room.

The biggest one is for the Biffa Waste Bin and there is also a key for the height restriction barrier.

Height Restriction Barrier:

- There is a height restriction barrier in place at the entrance to the car park.
- Only vehicles under 2.1 meters can fit under the barrier when closed.
- The key to open the barrier is on your set of keys.
- When unlocked, the barrier opens inwards
- Please close the barrier when all vehicles have entered the car park.
- Please do not leave it open during your booking.
- Please secure the padlock and ensure that the barrier is locked when you leave.
- Unfortunately, failure to follow the above instructions may result in all or part of your damage deposit being retained.

Parking:

As a Hall booking, you have priority over the hard surface car park. Please ask your visitors to park tidily in the marked out parking spaces. If all the spaces are used please park off street and not in The High Street.

Door Bell:

You will see a door bell on the outside of the front door. This should help discourage members of the public strolling in and allow you to lock the doors keeping warm air in and notifying you when any latecomers arrive.

Entering the Building:

- On entering the building open both the outer door and inner door with the same key.
- The doors will only remain open if you push them right back.
- In order to keep the doors unlocked during use, please push down the bar and twist the small control at the opening side of the door. **Please ensure that you remember to undo this action when locking the hall by again pushing down the bar and twisting the control in the opposite direction.**
- Outside Lights are activated in the porch.
- The light switches are on your right.
- Foyer light switch is located to the left of the disabled toilet door.

Main Hall

- Light switches are on the right side of the door.
- The heating switch is on the right of the door. Instructions on the wall and once activated it will run automatically for 2hrs. You may then re-activate to extend use.
- The main hall has a sprung wooden floor. This can be damaged by sharp objects such as stiletto heels. Please ensure that the use of such is avoided.

Kitchen

- Turn on water heater under sink and press 'on switch' on water boiler.
- The counter-top automatic water boiler provides boiling water for drinks.
- There are extra tea cloths in the cupboard below.
- All cupboards are clearly marked with their contents,
- Please ensure everything is clean and returned to the correct place after use.
- The Cooker & Dishwasher both operate from the same main yellow/red switch on the wall by the cooker.
- Full instructions for the dishwasher are on the wall above.
- Please rinse off all plates before putting in the dishwasher.

Club Room/Bar Room/Meeting Room

- Light switches for different areas are dotted around the room.
- Heating control is to the left of the bar hatch. Instructions on the wall and once activated, will run automatically for 2 hrs. You may then re-activate to extend use.
- To use the Water Heater press the switch on the front.
Mugs, cups and plates available in the cupboards.

Meeting Room

- Entrance to this room is along the corridor to your right when entering the village hall. At the end of the corridor turn left and the meeting room is just ahead.
- Light switches for different areas are dotted around the room
- Heating controls for this area are individual controls placed over and above the heaters. Once activated they will run automatically for 2 hrs. You may then re-activate to extend use.

Bar Room

- Light switches are to the left as you enter the room
- Heating control is to the left of the bar hatch. Instructions on the wall and once activated, will run automatically for 2 hrs. You may then re-activate to extend use.
- To use the Water Heater press the switch on the front.
- Mugs, cups and plates available in the cupboards.

WiFi: There is Wifi available at the Hall:

Network Name: BTBHub6-3NWC

Passcode: fRUidwrv6cEm (This is also on display on the notice board in the hall lobby, the Chair Cupboard in the Club Room and to the left of the kitchen hatch in the Main Hall)

Rubbish:

Please use the red 'BIFFA' bin located near the entrance to the carpark. You have a bin key on your set of keys. There is also a key in the cleaning cupboard, please lock after use. We do not have the facility to recycle cardboard/bottles or food waste, so please away and recycle yourselves. If your rubbish will not fit in the bin, please take any surplus away. Bin bags left outside the bin attract vermin and you will be asked to return to remove them or you will be charged for their removal.

Before you Leave:

- Please ensure that the hall is fully cleared of your belongings, cleared and left as found. Cleaning materials can be found in the cupboard on the right hand side of the corridor from the foyer.
- Please ensure that all electrical equipment is turned off, all furniture and other equipment has been returned to its storage area and stored safely.

- Please ensure that all doors and windows have been closed and secured.
- Please ensure that all lights have been turned off (The Ladies & Gents toilets have automatic lights and do not need to be switched off. The disabled toilet has a manual pull cord which needs to be turned off)
- If required, you may activate the outside lights before leaving and locking up the building.
- Follow instructions on wall beside light switches.
- Firstly, press in the big round switch and then turn off all switches.
- Lock both inside and outer doors and check that they are secure.
- Please ensure that the barrier is locked when you leave.
- Please return the keys immediately after your event to the keysafe at 15 Middle Farm Close, Chieveley, RG20 8RJ

When leaving and locking the hall please ensure that the main doors are securely locked. If you have used the function to keep them open, please reverse this action by pushing down the bar and twisting the control in the opposite direction to release the locking-bar. Please double check that both internal and external doors are locked by pulling on the doors before you leave.

Decorating the Hall

The Village Hall does not have ladders or steps available for use by hirers.

Please provide your own and we kindly ask that you do not stand on tables or chairs.

- Please keep all fire exits clear and extinguishers clearly visible.
- Please keep all decorations well away from heaters. Candles, tea lights and other naked flames are not permitted (except birthday cake candles).
- Only use blu-tac to attach decorations to the outside of the notice boards. Do not use this on the walls as it marks the paint. Please do not use nails, sticky tape or drawing pins. The hirer will be liable if the hall is damaged through their use. Please use the hooks on the walls to hang decorations.
- Glitter is not allowed due to the clean-up difficulties it causes.
- Please remove all decorations carefully and deflate all balloons before putting them in a bin.
- We do not have the facilities to recycle glass or cardboard so please take all glass bottles and cardboard boxes home and recycle them yourself.
- If you have booked a bouncy castle, please make sure the mats from the chair store are placed on the hall floor underneath the Bouncy castle before it is inflated.
Without protection bouncy castles can cause serious damage to the floor surface.
If this request is ignored hirers could forfeit all or part of their damage deposit!
- If you cannot fit all your rubbish in the bin provided please take it home.

If repairs are needed:

In case of damage, please report to Rosalind immediately on chieveleyvillagehall@gmail.com with a copy to Chieveley.VH.Maint@gmail.com.

If you notice that anything is not working or is in need of attention - Chieveley.VH.Maint@gmail.com.