

Notes for hirers of Redmarley Village Hall



1. Car park lighting

The person opening the hall will need to switch on the car park lighting by pressing the button on the switch at the top left of the disabled toilet door. The red light will go on and the outside lights will be operated by the sensor for all of your hire period. They will switch off automatically after you have left.

2. Other users

You may find that other people are using another part of the hall at the same time as you. Please co-operate with each other in ensuring that these rules of use are followed.

3. Heating

The heating is programmed to warm up the hall in time for your period of hire. The corridors and kitchen will be heated and the Main Hall or Ian Smith room as appropriate.

If it gets too hot or too cold, do not adjust the radiator valves. You can use the wall thermostats in the Main Hall or Ian Smith Room to increase or reduce the target temperature: *press the "down" arrow button - display flashes for 2 seconds and shows current target setting - use up or down arrows to change target temperature.*

The Main Hall is a large room and if, on cold days, the radiators cannot manage to bring the room to a comfortable temperature, you may need to supplement it with the electric radiant heaters (see below). The ceiling fans are designed not for cooling but for pushing the heat down from the apex of the hall roof.

4. Hot water

The hot water is programmed to be on while you are there. If the water is cold, follow the instructions on the wall in the cleaner's cupboard (room 3 marked "Cloakroom") to switch on.

In case of any difficulties with the central heating or hot water, please ring 07 882 547 097 (Dennis Richardson) or 01531 650812 (Richard Taylor) or 07 860 935 864 (Peter Condon).

5. Radiant heaters

The radiant heaters are controlled by switches on the main hall wall. You will need to feed the electric meters (old £ coins) located in the middle cupboard in the entrance hall. Note that the two boxes control separate heaters. **Switch off heaters before feeding the meter!**

6. Kitchen

Please bring your own **TEA TOWELS**. The kitchen must be left in a clean condition, as you found it. You may use the refrigerator during your period of hire but **do not** leave any surplus food or drink in it. **Please take all rubbish away with you.**

7. You must leave the hall ready for the next user

- i) Check that all rooms are clean and swept if necessary. Key 3 (on key rack in kitchen) opens the cleaner's cupboard (marked "Cloakroom")
- ii) If you have used the Main Hall, please sweep with the large blue V-brush. Vacuum the V-brush head afterwards.
- iii) Check that all lights are off.
- iv) Check kitchen door to outside is locked **but not bolted** and all windows closed.
- v) Please return the keys after locking up the hall.

8. Emergencies

Please ensure that you are familiar with the location of the 3 fire exits.

If you need to call the emergency services, the hall's location is :

GL19 3HS #J

Sat Nav: 51.978077, -2.362073