



Wilbarston Village Hall (Registered Charity No. 274211)

Instructions for Hirers of Wilbarston Village Hall

Keys to the Hall are available from the key safe to the left of the main entrance.

Use Box A or Box B depending on your booking instructions.

Pull down the outer cover, enter the code and then turn the switch clockwise.

If you key in the number incorrectly, press the C button and then try again.

To lock the safe, simply close it up and then turn the switch anticlockwise. Replace the outer cover.

Wi-Fi password is **wilbarston2018**

On arrival and before admission of the public:

- View the plan of the hall on the notice board, and note the location of all fire exits, alarm points and fire-fighting equipment.
- Ensure escape routes to fire doors are free from obstructions, e.g. tables, chairs, curtains, internal doors.
- Ensure all internal fire doors are closed and not propped or wedged open.
- Check there are no obvious fire hazards in or near the building.
- If using the kitchen facilities, e.g. gas cooker, extractor fan etc, follow the separate instructions for correct usage.
- There are plenty of tables and chairs available to use. However, the toys in the Storeroom are not for general use.

End of function before leaving building:

- Ensure the extractor fan is turned off and press the stop button on the keypad. This will turn off the gas.
- Ensure food is removed from ovens, microwave and refrigerator.
- Check all electrical appliances are switched off and unplugged.
- Ensure all fire escape doors are closed.
- Return all equipment and furniture in a clean condition to their storage places.
Left hand storeroom is for chairs only. Stack chairs of the same colour + style 10 high. 9 stacks in total. NB. There should be less than 40 chairs left in the other storeroom.
Right hand storeroom: the tables should be stacked on the right-hand side. Chairs to be stacked in the same colour + style, no more than 10 high.
- Leave all areas of the hall in a clean and tidy condition (equipment is provided).
- Remove all decorations as well as the products used for affixing them.
- Place recyclable items in the blue bin and non-recyclable / food waste in the silver bin in the car park. Use key provided to unlock.
- Ensure all lights are turned off (NB. the corridor lights turn off automatically).
- Ensure the building is vacant and lock the doors. If another booking is in the other room, leave the front door unlocked.
- Return the keys to the correct safe at the end of the hire period.