



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 rubber cover, enter the code and slide down the top middle button.

If you key in the number incorrectly, slide the lower button to clear it and then try again.

Note, the open slide only works once, if it stays in the locked position, re-enter the numbers.

To close the safe, do the same again. Ensure the lower edge is seated properly before closing.

Your code for this period will be sent separately, please keep safe and confidential.

Wi-Fi password is **wilbarston2018**

On arrival of hirer 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.
NB. Please do not put too many chairs in the Table Store; there should be 40 maximum.
- Leave all areas of the hall in a clean and tidy condition (bins, brushes and vacuum cleaner are provided).
- Remove all decorations as well as the products used for affixing them.
- Please DO NOT USE the outside recycling bin. This is for use by Hall personnel only.
- Place recyclable items in the green bins provided and non-recyclable and food waste only in 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.

Thank you for your cooperation (Wilbarston Village Hall Management Committee)