

# Welcome to Tuddenham St Martin Village Hall

This guide is for hirers of the village hall. Hirers should already have read and agreed to the Conditions of Hire document. This guide doesn't replace that document, but aims to help you find your way around, open up, and secure the hall after your event.

## ON ENTRY TO HALL

### Doors

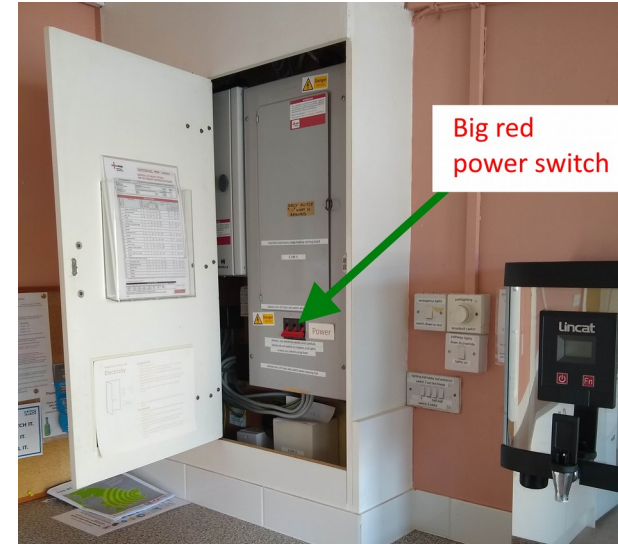
The key you have been given lets you in via the kitchen at the back of the hall.

You can then unbolt and open the front doors, to let people in.

There are hooks on the outside of the door to allow you to keep either door ajar.



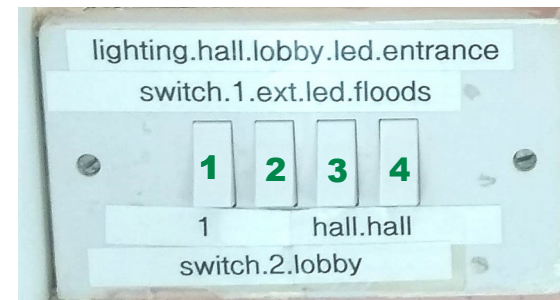
## Switching on the electricity



Flick the big red switch up to turn on power to the hall.

### Lights.

To the right of the cabinet, there is a row of four switches. Push down to switch on. **Please check them when you enter the hall** so that you don't have lights burning that you don't need.



1. External Floodlights (Don't use these in daylight hours, please)
2. Lobby (i.e inside the front door of the hall.)
3. & 4. The main hall.

The hall lights nearest to the stage are controlled by a switch in the large store room (near the door, high up on the wall).

The kitchen lights are controlled by a switch near the kitchen door.

The lights above the stage are controlled by a switch on the wall near the stage.

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## Heating

The wall heaters in the hall will warm the hall up very quickly. Please be thoughtful about using the heaters. Big electric bills mean higher hire charges for everyone.

In the kitchen, we have floor level 'plinth' heaters controlled by a switch near the back door.

## Chairs and Tables

These are stored in the large store room. Please return them after use. There's a layout plan of the store pinned to the wall.

## Fire Safety

1. RAISE THE ALARM (alarms are situated at the fire exits and by the exit to the lobby)
2. CALL THE FIRE BRIGADE BY DIALLING 999
3. LEAVE THE BUILDING by the nearest exit and assemble in the car park.
4. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
5. DO NOT RE-ENTER THE BUILDING unless authorised to do so.

## Accidents

If you, or anyone attending your event has an accident please record it in the Accident Log (by the water heater in the kitchen) or tell the booking clerk.

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## ON LEAVING THE HALL

### Cleaning

Please leave the hall as you found it and ready to be used by the next user.

- Wipe all surfaces (Wipes and cleaning equipment in the kitchen cupboard)
- Sweep or Hoover the floor (There are brooms and a Hoover in the cupboard by the lobby entrance. There is a large sweeper in the store room.)
- Check toilets
- Ensure dishwasher is empty.

### Rubbish

Please empty all kitchen waste bins into the dustbin which is outside the kitchen door. The Blue lidded bin is for clean recycling items only. No foodstuffs or bagged items. Please take all glass bottles home (Or to the bottle bank in the pub car park)

### Secure the hall

- Ensure all windows are closed
- Close, bolt and bar the front entrance

### Electricity

- **Most important! Ensure all heaters are switched off first. Then, switch off the power using the big red switch in the kitchen.**
- If leaving at night you can press the big round button by the electric switches to provide a few minutes of lighting to the pathways by the hall.

**Leave by the kitchen exit and return the key.**