



Longparish Village Hall

Registered charity no. 301877

Information for Hall Users

Welcome to our hall. We hope you will have a successful and enjoyable time here. Please leave the hall clean and tidy ready for the next user.

Parking

Please use the grass car park across the road as well as the area behind the hall. The single space at the front of the hall is intended for disabled users or unloading only.

Doors and Windows

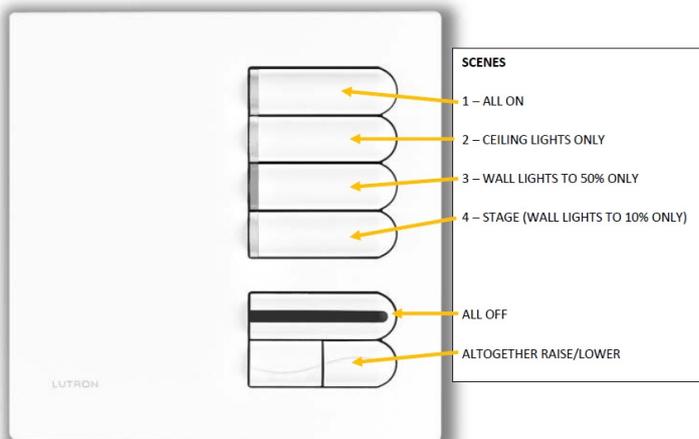
Please ensure all doors and windows are shut before you leave.

Lights

All the external lights are controlled by movement sensors. There are two override switches for them in the lobby. **Please ensure these override switches are off before leaving.**

Lights in the corridor, store cupboards and toilets are controlled by movement sensors. Please check all other lights – meeting room, stage, kitchen and lobby are switched off before you leave.

The main hall lights are controlled from the white key pads near each of the doors. The top one switches all lights on and the second from bottom turns all the lights off. Please note it takes 15 seconds for the lights to go off completely.



Decorating the Hall

Please do **NOT** use blutack, selotape or drawing pins on the walls, doors or door frames. There are little cup hooks on the top of the door frames for attaching bunting, balloons, etc.

NB Candles are NOT allowed nor any naked flame or smoke machine.

Heating

The heating is controlled by the programmer in the lobby. **Please do NOT adjust the sliders on each individual heater or switch them off at the wall.** Please see instructions above programmer in lobby.

Kitchen

Boiling water for hot drinks comes from the small white boiler, the Zip Hydroboil, mounted on the wall above the draining board. It takes about 10 minutes to heat up and provides continuous boiling water. Please switch off before you leave.



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Dishwasher

The dishwasher takes about half an hour to fill and then each load takes up to 4 minutes to go through. Detergent and water softener are added automatically. Please scrape off plates and empty cups before putting in the dishwasher. Please empty it and put it through the “cleaning programme (about 2 minutes) and switch off at the wall. Then replace plug and filter. Please leave door open when you leave.

Ovens

You will not be able to use the ovens unless you set a time (any one will do). Switch on at the mains, then press the “hand” symbol at the same time as the “+” or “-“ so it reads something other than 12.00. The oven will now work.

Induction Hobs

There are two portable induction hobs which are stored in one of the kitchen cupboards together with two compatible cooking pots. A separate sheet with instructions for use is stored with the hobs.

Hot Cupboard

This can be used in the kitchen or in the main hall. It's a tight squeeze if you want to push it out in to the hall and you will need to move the dishwasher trays from next to the fridge.

Audio Visual System

If you wish to use this, please ask the keyholder who will show you how to use it safely. **NB No other sound system (e.g. a disco or band's equipment) is to be plugged into our system for fear of damaging our speakers.**

Rubbish

Please remove all your rubbish from the hall and kitchen and replace the bin liners (in cupboard under kitchen sink). There are wheelie bins outside the kitchen. Please take home any rubbish which will not fit in the wheelie bins. The black bin is for landfill rubbish and the brown bin is for paper and cardboard, cans and plastic bottles. Please remove all glass bottles. There are glass recycling bins outside the Cricketers' Pub further up the village.

Please put used nappies in the wheelie bin outside.

Cleaning

Please clear up any obvious spills as soon as possible. The wooden floor is easily damaged by liquid soaking in. Please report any breakages, particularly glass, to the key holder. You will find a brush and dustpan etc in the cleaner's cupboard next to the disabled toilet. Please sweep the floor and make sure the sinks are clean and toilets flushed.

Smoking and Vaping

Smoking and vaping not allowed anywhere in the hall or meeting room.

Emergency Contacts

If you experience problems which need dealing with urgently while you are in this hall please try to contact the key holder who opened the hall for you in the first instance.

Otherwise please phone Maggie Barber on 01264 720459 or 07765 132617 Jacqui Healey on 01264 720560 or Andrew Marshall on 01264 720121.