

Thank you for booking Churchill & Sarsden Village Hall

INFORMATION FOR HIRERS

Key box

Although the outside lighting comes on automatically, you might find a torch useful on dark evenings.

- The box is situated to the right of the door
- Slide the cover open and roll the dials to align the code
- Press the lever down and the door will release to allow you to remove the keys
- Please keep the keys in the safe should you leave the hall after setting up etc
- When you replace the keys, **please scramble the dials** and close the cover

Tea towels

- Please bring your own tea towels to use for your event.

Tables and Chairs

- Tables are kept in the store room - through the double doors near the stage, up the slope and the room on the left.
- Chairs are on the stage, the stage door is often bolted from the stage side but once you open that the chairs are easy to move with the trolleys. **We do ask that the padded chairs are not used for children's activities.**

Bluetooth speakers

- The hall is equipped with Bluetooth speakers if you wish to play music for your event. You can operate the speakers from your smartphone.
- The speaker control is on the stage to the right of the curtains (if you're facing the hall). Use the control panel to switch on the speakers.
- On your mobile device, scan for available Bluetooth devices, you should see **Powerline** - pair with that, using the code 1234 - and you should be able to stream music direct from your device.
- You can adjust volume from the control panel or using your device.

In the kitchen -

The hot water boiler

- Can be used for hot drinks. It will be in standby, please press the left hand sign for 2-3 seconds until the message turns to wait. It will take 15 minutes or so to heat up.
- **Please turn off once you have finished using the boiler, press the left hand sign once again until the standby message is displayed.**

Oven

- to use the oven, **please remove the wooden top over the hob** and switch on the mains to the left.
- The clock will flash, please press the + button to change the time and then the top button to the left of the clock (3 lines).

Dishwasher

- Once loaded, turn switch to the left and use the Mini cycle (30 minutes).
- Detergent is in the cupboard next to the dishwasher.
- Press the arrow signal on the bottom right of the black screen to run the cycle.

Rubbish disposal –

- Please dispose of any rubbish in the grey bin at the entrance to the hall rather than use the bins on the green by the benches.
- Please take away any recycling ie glass and plastic bottles to dispose of in your own recycling bins.

Please note that naked flames are not allowed in the hall (ie tea lights). The exception being short lasting birthday candles under adult supervision.

We hope you enjoy using the hall!