

# **East Woodhay Village Hall**

## **Access and Use**

### **Access**

1. Please refer to the email sent in the lead up to your booking for access instructions.

### **Lights**

2. Immediately inside the hall entrance door, to the left as you enter, is a set of wall switches. The top left switch controls the main hall lights. Press and release to switch on/off. When switched on, the dimmer can be operated by pressing and holding the switch and releasing it at the required level of light. The top switch operates the wall lights.

### **Kitchen and Bar**

3. There are two domestic cookers and switches on the wall.
4. Please turn the power off using the switches on the wall before leaving.

### **Hot Water**

5. The supply to the hot taps is controlled from a wall switch in the corner of the kitchen bar area. Switch this on when you arrive and off before you leave.
6. There is a hot water supply in the kitchen aimed for drinking water, but this may not have been used for some time, so we recommend using the electric kettle or the urn for hot drinks. However, the hot water supply is quick to heat and can be used for washing up.

### **Dishwasher**

7. We have a commercial dishwasher- which means that once ready it washes dirty dishes and utensils in 120 seconds. The instructions on how to use it are hanging on the door handle of the cupboard above it.

### **Fridge Freezer**

8. There is a fridge/freezer in the kitchen which should be on, a microwave above

### **First Aid Kit**

9. This is located on the window sill in the kitchen.

### **Defibrillator**

10. The defibrillator is located on the right hand side of the main entrance door. In the event of an emergency follow the instructions which are clearly set out on the defibrillator box.

### **Cleaning**

11. Brushes, mops, etc. are in a cupboard (2nd door in the side corridor). Please take all rubbish away with you when you leave. Please DO NOT put anything in the outside wheelie bins as this would incur a charge of £25 due to the high cost of commercial collections.

### **Child Safety Warning**

Although the hall floor is polished, the wood is old and if children without shoes try to slide over the surface, they may get splinters. Please ensure children have appropriate footwear on.

### **AS YOU LEAVE:**

**Please be sure to leave the hall, kitchen and toilets clean and tidy and to take all your rubbish home with you.**

### **Please be sure to reset the alarm**

Please refer to instructions emailed in the lead up to your booking regarding resetting the alarm and locking the hall securely.