

USER ADVICE AND INSTRUCTIONS

MAIN HALL AND KITCHEN

Note : these instructions supplement the Hire Conditions

date	version	revisions	Issued by
December 2019	1		John Clemow

PLEASE ADVISE YOUR GUESTS IN ADVANCE AS NECESSARY.

If you find anything that is not satisfactory or as expected please report this immediately to one of the contacts noted in Section 9 below. Please remember this is a village hall managed by volunteers who are trustees of the charity that owns the hall on behalf of the local community.

We do our best to be professional and efficient but we are not running a commercial business with on-site attendance. We put our trust in your self service and request you to understand and appreciate this context.

1. Care of floors

No stiletto heels are allowed in the main hall.

If it is wet, take care to minimise bringing mud and dirt into the building – this will reduce your clean up effort when leaving.

2. Vehicular access and Parking

The driveway with the In entrance sign is for access only, and the Out drive is for egress only. Stopping and parking outside the front of the building is not permitted as it blocks vehicles exiting from the neighbouring cottages.

When exiting drivers must take great care due to restricted vision of oncoming traffic which is known to frequently exceed the speed limit.

Please park in the graveled area to the right when facing the main entrance.

Additional parking is next to the village school/football club which is just down and across the road.

Please do not let your guests park in the lane behind the cottages to the right of the Hall.

3. Access

The Main Hall is accessed via the front double brown doors.

The keys are located in the keysafe located outside on the wall to the right of the main entrance.

You will be advised what the keysafe combination code is on the day of the booking.

To open the key safe:

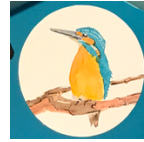
- a. Open the black shutter to reveal the dials and release button
- b. Rotate the dials to the combination code
- c. Press down the release button to open the hatch, remove the key
- d. Close the hatch and rotate the dials to random numbers (this keeps the code safe while you are using the hall)

To open the entrance door turn the key anti-clockwise.

4. Play area and the Common

The Hall premises that are hired include the parking area **but not the play area, which must not be used.**

The hire agreement does not include use of the Colney Heath Common but public access to the Common is available from the hall. The Common is a Hertfordshire Heritage site and is a Local Nature Reserve, and must be respected as such by users of the hall.



5. Heating

The heating is automatically controlled and preset to 16 °C.

If the space feels much colder than the above preset, check the thermostat controls located inside the hall to the left of the lobby doors. If the temperature needs to be increased then it can be manually adjusted.

6. Setting up tables

Tables are stored on a trolley in the corridor behind the stage. The trolley can be wheeled into the hall. The wooden steps to the side of the stage have wheels at the rear and can be moved into the hall using the lever-handle device to lift the low end – see instructions to on the stage side.

7. Kitchen

Cupboards and drawers marked “Treasure Tots” and “CHVH only” are not for hirer’s use. Items in the fridges are not for your use.

Please bring everything you need for your catering – cutlery, crockery, servers, food and drink.

Mugs and cups are available, if used these must be washed up, dried and put back where they were found.

8. Clearing up

Cleaning equipment and materials are located in the corridor to the right of the stage.

It is expected that the premises are left in a good condition suitable for the next user.

Blank **EXIT CHECK LISTS** are located on the notice board in the lobby to the left of the kitchen door. Mark off the exit checks at the end of your session, and leave the completed form in the folder on the notice board. The check list is there to help you comply with your hire agreement.

Please **bring your own rubbish bags** and **remove all waste you may have made.**

The lights in the male and female lavatories are automatically controlled.

9. Locking up after finishing

To lock the entrance door turn the key clockwise.

To close the key safe :

- a. Open the keysafe
- b. Put the keys in the keysafe,
- c. Close the hatch
- d. Rotate the dials to random numbers
- e. Close the shutter

10. Main Hall Contacts

In the event of a problem please contact

John Clemow	07803 313 525, or Pam Fox	07561 162 855 or
Eddie Walsh	01727 821 601, or Gerry Savage	07742 635 901