

Stoke Golding Village Hall

User Guide

Thank you for your booking for Stoke Golding Village Hall. Here are some basic instructions that will help you find your way around the hall:

Opening Up

You have **2 keys** to the hall, for the **single door** at the back of the building (near the car park) – you should enter via this door.

The key for the **main iron gate** will be found on a hook on the internal kitchen door.

Please use the main door for **entry and exit** of guests as it helps protect the main hall floor from dirt. The **main gate must be kept open** for fire regulation purposes but you can close the inner fire door behind the gates.

Light switches are on your left as you enter the back door. The main hall light switches are on the right-hand side of the stage (as you are facing it). The switch for the main stage lights is just past the right-hand door to the stage (as you face it).

The **heating** is controlled by a programmable thermostat by the hatch into the kitchen. Switch to manual for ON. Use the up and down switches to set the desired target temperature. There are thermostats either side of the stage and at the back of the hall. These should not normally require adjustment. Switch to auto or off on leaving.

There are 15 full size **tables** at the back of the stage and 6 half size tables, there are also 3 small round tables upstairs. There are 62 blue chairs in the store room at the back of the hall (between the toilets).

Bin liners are in the kitchen by the hatch, or in the bin.

Closing Up

When closing up, please:

1. Ensure that the hall is left clean and tidy for the next occupants. Please **wipe** down tables and **sweep** the floor (soft mops on stage and dustpan in kitchen)
2. Ensure all bins are emptied - there is a bin outside the hall by the car park and there are also recycling facilities for paper, bottles and cans.
3. Turn off all **lights** (emergency lighting by the main entrance will remain on).
4. Check **toilets** (especially taps turned off) and turn off the lights
5. **Lock** the main gate and back door. Ensure the key for the main gate is hung back on the kitchen door.
6. **Return keys** to Ruth Fisher, 21 Hinckley Rd, Stoke Golding ASAP after booking.

Other Information

1. Please familiarise yourselves with the **emergency exits** which are through the doors on each side of the hall or the main gate – assemble in the car park.
2. The car park **barrier key** (for emergency services access) is on a hook in the kitchen.
3. The kitchen has an electric **cooker** (please ensure it is left clean)
4. There is a baby changing facility in the accessible toilet
5. There are warm air hand dryers in all toilets.
6. Please bring your own tea towels
7. Crockery is available in the kitchen - 50 dinner plates, 40 dessert bowls, 50 + tea plates, 3 water jugs and approx. 30 mugs
8. Contact numbers:
Ruth Fisher (Chair & Booking Clerk) 01455 212489, 07790 628527

Thank you for booking the Village Hall – we hope you have a successful event.