

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 1 **key** to the hall, for the **single door** at the back of the building (near the car park) – you should enter via this door, and keep it locked when you are inside.

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.

A **light switch** is 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 preset for all users. There are no user controls.

There are 15 full size **tables** at the back of the stage and 9 half size tables. There are 62 blue chairs in the store room at the back of the hall (between the toilets).

Bin liners are in the bins.

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** 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 Sarah Beale, Old Forge, Blacksmiths Yard, Stoke Golding, Nuneaton, Warks. CV13 6HD, 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 paper hand towels 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:
Sarah Beale (Booking Clerk) 01455 212074, 07894 051076
Ruth Fisher (Chair) 01455 212489, 07790 628527
Email: stokegoldingvillagehall@gmail.com

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