

Shackleford Village Hall Hirer's Guide

Access

When you confirm your booking, you will be given a code for the key box situated to the left of the main entrance. Align the rotors to the horizontal mark and release the catch at the top left of the box. In the unlikely event that the key is missing follow the notes in the key box to access the spare key. Please return this key to the spare key box and let us know as soon as possible.

Safety and Security

Please note the emergency exits in the event of fire or other difficulty. There are push-bar emergency exit doors at the rear of the main hall and the rear of the stage. Evacuate the building if the fire alarm sounds and call the emergency services. Please check the **Conditions of Hire** and our **Safeguarding Policy**.

General

You should find the Hall warm, clean, and tidy. The heating controls are to the left on entering the main hall. Turn the dial 1-click clockwise to display the **Target Temperature** – the heating is already set to reach this temperature. Continue turning clockwise to increase the target temperature, anti-clockwise to decrease it. There is no need to reset the temperature when you have finished.

Smoking is not permitted.

Restricted Areas

Please note that there is no access to the Boiler Room for safety reasons, or the Brigstocke Room and children's play area, as these are private to Acorns Nursery.

Lighting

The light switches for the stage are at the back left of the stage. The Hall and Stage lights can be dimmed. Please refer to the Notice Board if you need help on using the dimmer controls.

Kitchen - Children must not be allowed unsupervised in the kitchen.

The kitchen, including the refrigerator, is available for use to serve pre-prepared food and making hot drinks, within the hire fee. The refrigerator will need to be switched ON but cools down quickly. Please ensure that you empty it and switch it OFF before you leave. Use of other equipment is at an extra charge.

Equipment

Use of the large kitchen appliances, oven, dishwasher etc. and the audio-visual system is by prior arrangement and at an additional cost. There are full instructions, and these must be followed for safe use of the equipment.

The dishwasher runs a short-cycle (2 or 3 minutes) that needs to heat the water **before first use**. Ensure that the metal cylindrical plug is in place before using the dishwasher. Preliminary heating takes **40 minutes**. Any debris must be rinsed off plates before loading. Please ensure that the dishwasher is emptied and rinsed, and the **plug replaced** after use. Please refer to the instructions.

Rubbish

Unfortunately, there is no facility to leave rubbish at the Hall. Please remove all rubbish at the end of your event. Thank you.

Tables and Chairs

Tables are stored in the cupboard to the left the stage, chairs may be found and left on the stage. Additional tables and chairs are on the stage or in the storeroom at the back of the stage. Chairs should be **stacked two at a time** making sure that the legs are **aligned directly in front of each other** to prevent the stack jamming and toppling. Stacks should be a **maximum of 10 chairs**. Please return tables and chairs to where you found them.

End of Hire

Please **remove all rubbish**. Cleaning equipment is kept in the cupboard to the right-hand side of the stage. Please ensure that all equipment and lights are switched off and all doors are locked. The key should be returned to the key box and the rotors randomly turned to unset the code.

Thank you