

ARRIVAL CHECKLIST

The person making the booking is responsible for the following:	<input checked="" type="checkbox"/>
1. On arrival	
Ensure cars park on the opposite side to the Village Hall. Consider car-sharing, dropping-off and/or park considerately elsewhere in the village.	
Enter ____ code on the main gate combination lock. Ensure numbers are central and in line. Press the button on the bottom of the lock to open. Hang the padlock to the hasp on the inside of the gate.	
Unlock the main Village Hall door – it's facing the bowling green. The alarm should beep - If it doesn't it was left unset. The alarm panel is immediately to the left as you go in. Enter ____ alarm will stop.	
2. Lights, windows and heating	
The main hall light switches are next to the alarm panel immediately to the left as you enter the Village Hall.	
The key to unlock the windows is immediately to the right as you enter the storeroom in the main hall.	
The Heating is on a timer. If the hall is warm enough, please help us to keep our hire charges and costs low, by pressing the orange button on the control panel in the corridor. The green light will go out, which means the heating is off. There is no need to touch it again. It will come back on by the timer.	
3. Kitchen	
If you are catering, please bring your own tea-towels.	
Instructions for the appliances are in the second drawer below the hob. The boiler produces 9 liters of boiling water. Please use kettles for small quantities of hot water.	
If you are using the dishwasher, it is wise to leave a note on the door handle with the expected finishing time. It is quiet and therefore difficult to hear when it is in operation.	
4. Rubbish and recycling	
The black kitchen bin is for actual rubbish. Additional black bags are in the middle drawer under the hob or above the hatch. Put all bags in the green bin by the main gate.	
Follow the recycling instruction on the plastic bin lid in the kitchen.	
5. Noise	
Remember the Village Hall is in a residential area. Be considerate towards our neighbours with regard to the level of noise, especially if you have windows and or doors open.	
6. Smoking	
Smoking is not allowed in the Village Hall or near it. There is a recognised smoking area near the main gate with a receptacle.	
7. Reporting problems or damage contact:	
John - 0191 285 8317 or 0788 947 3244 or Chrissie - 0789 123 1498	