

Thixendale Village Hall User Guide

PLUS ACTIONS REQUIRED

- We need to know your expected time of arrival so we can make sure that the heating is on well in advance.
- Try to keep the entrance door shut as much as possible to avoid heat loss.
- Male toilet urinals **need** to be switched on. Handle is situated top right corner near ceiling. Turn handle towards the wall till you hear water trickle (app. 25 passed the hour).
- Dials under the sinks in both cloakrooms turn hot water on.
- Heating is controlled remotely. **Do not alter any of the controls.**
- All equipment is for your use but please supply all your own refreshments.
- A moveable fence is available to create a secure area for children.
- Please do not allow children to use the lift unaccompanied
- A fire alarm is fitted. Please make everyone aware of fire exits.[code-44153]
- If alcohol is to be consumed a temporary events notice needs to be applied for. Please contact booking clerk for details.
- Please collect the key from The Old School House or Honeytop.

Check list before leaving.

- If the event finishes in the late evening please be aware of noise levels and consider local residents.
- Turn off the water heaters under the sinks in both cloakrooms.
- Turn off the urinals in male toilet.
- Check all the lights are out including in the toilets.
- Shut all the doors.
- Please leave the hall as you find it. [The key for the broom cupboard in the entrance hall is situated in the kitchen cupboard opposite the hand wash sink near the main hall kitchen door.]
- Village hall key to be returned to the same address when your event is finished or can be put into the village hall letter box.

Please enjoy your stay and feel free to make comments in the log book and record any problems you may encounter. **Feedback is very useful.**