

IWADE VILLAGE HALL – USER INFORMATION

OCCASIONAL USERS

11 Jan 2012

Caretaker

Mrs. Sue Davison – Mob No. 07724 862744
Tel No. 01795 475967

Bookings can only be made between the hours of: 10:00am - 7:00pm Mon - Sat.

Hall Hire Charges

| | |
|------------------------------|--|
| £14 per Hour | Minimum Hire Period 3 Hours |
| £150 Saturday (9:00 – 24:00) | Children's Party £50 (Maximum 4 Hours) |
| £100 Security Deposit | Security Deposit £50 (Children's Party Only) |

Alarms & Safety Switches

Noise Limiter – The re-set switch is located in the kitchen by the door to the Hall and is marked.

NB After being 'tripped' 3 times it will automatically lockout and cannot then be re-set.

Emergency Exit Doors – The double doors to the car park are alarmed to prevent irregular use. This does not prevent their proper use in the case of an emergency.

NB Operation of the alarm may also cause the Noise Limiter to operate.

Mains Trip Switch – This is located in the cupboard in the Ladies Cloakroom and should not need any attention.

Air Cooling

The on/off switch is located in the Hall by the door to the kitchen.

Heating Timer

The red light indicates the heating is on. Pressing the Heating Advance button ONCE turns the heating off and ONCE more, turns it back on.

Do NOT touch any other controls.

Please make sure the heating is OFF when you leave.

End of Hire Cleaning

Please remember to leave the Hall, Kitchen, Garden and Car Park Areas as you found them, ready for the next Hirer.

The floor IS required to be swept and any soil, mud etc removed before sweeping.