

SWARLAND VILLAGE HALL CHARITY

Welcome to Swarland Village Hall. Please take time to read the attached Conditions of Hire and the following notes intended to ensure your safety and the smooth running of your event.

KEYS to the Hall will normally be available one hour before an event for setting-up purposes. Longer setting up time may be allowed in special circumstances.

A FIRST AID BOX is located in the kitchen.

MAIN LIGHTS: Switches are located on the wall facing you as you enter the kitchen.

WALL LIGHTS: The master switch for these is located on the wall at the bottom of the stairs. Individual switches and dimmer switches for these are behind the stage door.

CENTRAL HEATING: The thermostat switch for the oil central heating is located on the wall to the left of the stage. A maximum temperature of 20°C is recommended. **Turning the thermostat to a higher temperature when you arrive does not make the Hall heat up any faster!**

ON LEAVING THE HALL PLEASE MAKE SURE THE THERMOSTAT IS TURNED TO ITS MINIMUM SETTING OR YOU OR YOUR ORGANISATION WILL BE CHARGED FOR EXTRA OIL USED.

WATER HEATERS: If you need either of the water heaters in the kitchen:
Sink water heater – wall switch to left of sink to heat tap water.
Water heater for drinks (adjacent to door) - wall switch to right of heater.

BEFORE FINALLY LEAVING THE BUILDING PLEASE CHECK THAT ALL LIGHTS, WATER TAPS & HEATERS ARE TURNED OFF AND THAT NO PERSON IS LEFT IN THE BUILDING. IN PARTICULAR, CHECK UPSTAIRS.

Thank you for choosing Swarland Hall and for your co-operation. We hope you enjoy your event and will consider using our facilities in the future. Any improvements or suggestions will be welcomed and may be made to any member of the committee.

CONTACTS:

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