

Welcome,  
and thank you for  
your booking!

If arriving by car, it is best to enter via Hobbs Lane next to the Memorial Cross

The key lockbox is kept on the inside of the right-hand pillar by the double doors. You squeeze the two buttons either side of the lockbox to access the code dial. Once the code is entered, squeeze the buttons again to open.

When leaving, close all doors from the inside and exit through the side door. Lift the side door handle until it clicks to lock it with the key.

Please return the keys to the lockbox and scramble the code.

### Audio-Visual System

Separate instructions are behind the stage curtain near the light switches.

Emergency Number:  
07443 589227

Please use with discretion if something needs urgent attention. Please remember the hall is run by volunteers

Barrow Gurney Village Hall is a registered charity and is run by volunteers

### --- VERY IMPORTANT PLEASE READ ---

Please do not touch the heating! The electric heaters work by remote control. The heating will be turned on approx 30 minutes before your booking starts. Do not adjust the controls as you might switch off the whole system.

The disabled loo has an independent heat switch on the wall. **--If you switch this on you must remember to switch it off--**

There are two hot water tanks, one large one for longer bookings with large washing up loads, and a smaller tank for quick heating and light use. **--you must remember to switch off whichever one you choose--**

Main hall switches are on the right hand side of the stage; please switch on the lights you need. There are dimmer controls on the globe ceiling lights, do check both controls when turning the lights on and off.

Outside lights for night-time use only are located to the right of the hall double doors. Please ensure these are switched off before you leave. Adjacent to them is a push button switch, to give 5 minutes of outside light for when you leave, then they will turn off automatically.

### Keeping the Hall clean

Please stick to the hours booked and leave the hall ready for the next user.

It is your responsibility to wipe tables and surfaces, sweep the floor, and take all your rubbish and recycling with you.

Dust-pan, brush, and broom are kept in the kitchen, and larger brooms, mops, and vacuum are kept in the back room to the left of the stage.

Tables need to be returned to behind the curtains on the stage and secured with the strap provided to prevent them from falling over.

Blue chairs are to be stacked up either side of the double doors, no more than 6 high.

### WIFI

Truespeed  
CFQY3

Password  
8XS24R4AFUHP