

# Mottisfont & Dunbridge Village Hall

## Arrival, Access & Departure Instructions

Thank you for hiring Mottisfont & Dunbridge Village Hall.

### ON ARRIVAL

Please park near the locked car park gate in Keepers Lane and enter the grounds on foot through the small pedestrian gate, (which is not locked) on the right of the main gate. There is room to park in the gate entrance without blocking the lane.



Make your way to the black wooden outbuilding on the opposite side of the hall building.

There is a combination padlock on the outbuilding door:

1. Dial in the code supplied separately by email or WhatsApp.
2. Push the lock together to release it.
3. Enter the outbuilding and locate the key safe on the rear of the door frame to your left.
4. Dial in the key safe code supplied separately by email or WhatsApp.



Inside the key safe you will find the hall keys:

- **Silver key** – opens the padlock on the car park gate.
- **Mortice key** – opens the main hall entrance door.

Open the car park gate and leave the padlock **unlocked** on the gate latch (So the key is not required to lock the gate on departure, it will push back together and lock without the key)



Drive into the grounds and use the mortice key to unlock the main hall entrance door beneath the porch.

### **FIRE EXITS & EXTERNAL DOORS**

All other external doors can be unlocked internally, please ensure your guests know where the emergency exits are and ensure these doors are not obstructed in any way.

---

## **HEATING & OTHER FACILITIES**

### **Heating**

The heating system is fully automated and will pre-warm the hall before your booking begins, maintaining a comfortable temperature throughout your hire period.

It is important that any changes to your booking times are notified in advance so the heating schedule can be adjusted if necessary.

The heating system will only operate when the hall temperature falls below **21°C**.

**Please do not adjust the controls or attempt to open the boiler located in the kitchen.**

### **Hot Water**

Hot water is available on demand throughout the building. Simply turn on the tap and allow the water to run through.

There is also a water heater available for boiling water in the kitchen. Please refer to the instructions displayed on the wall.

### **Wi-Fi**

**Network Name:** Village Hall

**Password:** MVH-2024

If you experience connection problems, or the system displays "No Internet Connection":

1. Switch off the router. (plug near mobile bar, in main hall – clearly signed)
2. Wait 30 seconds.
3. Switch the router back on and reconnect after 2 minutes.

The system uses a 4G internet connection and is generally fast and reliable.

An external Wi-Fi extender provides coverage to the patio and field area using the same network name and password.

Multiple devices can connect simultaneously, although speeds may reduce with heavy usage.

## **Bluetooth Speaker**

A Bluetooth speaker is available for music playback. Please refer to the connection instructions displayed on the wall.

## **Tables & Chairs**

Please feel free to use any tables and chairs required for your event. Additional chairs and tables can be found in the 'Committee Room' off the main hall.

Outdoor tables and chairs are stored in the black outbuilding.

At the end of your hire, please return all furniture to its original storage location.

## **Cleaning Supplies**

Kitchen cleaning materials are available in the kitchen cupboards, together with dishwasher tablets.

Paper towels are provided for handwashing and general cleaning.

Please note that tea towels are **not** supplied, so it is advisable to bring your own.

Additional cleaning items - brushes, mops & vacuum can be found in the 'cleaning store' in the foyer – please leave the premises as you find them.

## **Toilets & Baby Changing**

Paper towels, toilet rolls & hand cleaner are supplied in all toilets

There are baby changing facilities in the disabled toilet facilities.

---

## **WASTE & RECYCLING**

The waste bins are located outside the main front porch.

### **Grey Bin – General Waste**

- General (non-recyclable) rubbish only.
- Please bag any food waste.
- **No glass.**

### **Brown Bin – Recycling**

- Plastic bottles.
- Cardboard.
- **No glass.**

### **Glass**

There are no glass recycling facilities at the hall.

Please take any glass bottles away with you or use the bottle bank located in the car park behind the Mill Arms, Dunbridge (near the railway station), approximately two minutes away by car.

---

## **LOCKING UP / DEPARTURE**

Before leaving, please ensure that:

- ✓ All lights are switched off.
  - ✓ All external doors are secured.
  - ✓ The porch entrance door is locked using the key provided – you can now return the keys to the key safe.
  - ✓ All keys are returned to the key safe in the outbuilding.
  - ✓ The key safe is locked securely. (close the door and scramble the code)
  - ✓ The outbuilding padlock is relocked by pushing it closed and scrambling the code.
  - ✓ The car park gate is closed after your vehicle has exited.
  - ✓ The car park gate padlock is replaced on the gate latch and pushed closed to lock. No key is required to relock it.
- 

### **Need Assistance?**

If you experience any issues during your hire, please contact the Village Hall Team:

**Telephone: 01794 755315** – you can also WhatsApp this number.

Please report any breakages or accidental damage.

Thank you for hiring Mottisfont & Dunbridge Village Hall and we hope you enjoy your event.