

Welcome to Stoke Bliss & Kyre Village Hall

What's Included in your hire

Main Hall Hire	Hall Tables Chairs Crockery/Cutlery/Glassware/Trays for drinks and cold food
Kitchen Hire	Kitchen Equipment (Ovens/Hobs/Grills/Warming Oven/Fridge/Freezer/Dishwasher) Pots & Pans

Please Note: Tea Towels, Table Cloths and Audio Equipment are **NOT** included in your hire.

Check List for use of the hall by all Hirer's

1. **Get the key box code from the Booking Clerk the day before hiring the hall.**

Key box 1 is situated on the 1st pillar to the left by the front door.

2. On arrival familiarise yourself with the layout of the hall, including the fire exits.

3. In the Main Hall - The tables are in the right-hand cupboard and the chairs are stacked in the middle cupboard. **When moving chairs and tables - Please do not drag along the floors or place them against the walls.**

4. There are ceiling fans in the main hall if the hall gets too warm - these can be switched on by accessing the switches in the left-hand hall cupboard on the right as you go in. Keep the doors to the hall and the entrance door open.



5. **Do not attach anything to the walls, windows or doors!**

6. Do not allow children into the kitchen!

7. When your event is finished clean all surfaces with correct cleaning materials (supplied by the Village Hall) and leave the hall as you found it. Broom to sweep up is kept in the left-hand cupboard in the main hall.

8. Before leaving check all areas used are free of rubbish etc. All bins must be emptied and rubbish, food left over from the kitchen and hall must be removed by the hirer at the end of each event.

9. Make sure all internal and external lights are turned off and all external doors and fire exit doors are shut and locked.

10. Ensure fire exit door blinds are rolled down.

11. Check car park for rubbish and that all vehicles have left. Check car park lights are switched off.

12. Lock front door and return key to the Key Box and ensure it is closed securely.

Checklist for use of the kitchen if it is included in your hire

1. In the main hall in the left-hand cupboard on the left wall is a switch labelled **Water heater** - - switch on to provide hot water for the hall facilities and kitchen.



In the Kitchen

2. On the right behind the water boiler (next to the fridge/freezer) are switches for the water boiler and the warming oven - switch on if required. Wait for the ready sign on the water boiler before use.



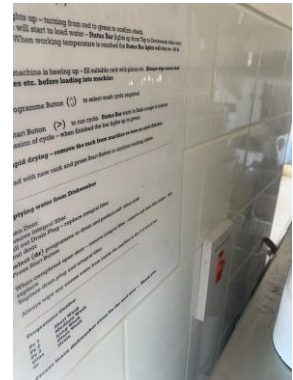
3. Switch on the warming ovens and set temperature if required.

4. Use the key operated control (on the left of the shutter) to open/close the serving hatch shutter.



5. If using the **Dishwasher** - the main switch is behind the dishwasher - switch on and read instructions for its use.

All items used MUST be rinsed prior to placing in the dishwasher and all pots and pans / cutlery/ glassware and utensils used are put through the dishwasher and wiped up.



Instructions are also provided to drain the washer when finished. **Please leave dishwasher door open.**

6. **Main Ovens and Hobs** - Switch on main switches on the wall to the left of the 2 ovens.

The main switch for hob 1 (left oven unit) is to the left of the ovens (a)



(a)

The main switch for hob 2 (right oven unit) is on the wall to the right of the ovens (b).



(b)

7. If using the grill, the main switch is on the wall.

8. The extractor fan switch is labelled to the right of the grill.



7. Before leaving

- a) wipe down and clean all surfaces using the bacterial sprays etc and sweep up.
- b) stack/store and put away any items used.
- c) bag and take away all rubbish.
- d) ensure all ovens and hobs / warming oven are switched off. **Main switches to be switched off** are for the Dishwasher - Main ovens – Hobs - Grill - Water boiler - Warming Oven
- e) close main serving hatch shutter
- f) **Switch off main water heater switch in the left-hand cupboard in the main hall.**
- g) **Ensure the back kitchen door is locked**

Stoke Bliss and Kyre Village Hall – Exit Check List

Before Leaving

- Tables and Chairs cleared away and stacked in cupboards
- Main Hall floor is swept
- All external doors and fire exit doors are closed and locked and blinds are closed
- Main water heater switched off in left hand cupboard
- Fans switched off (if used)

Kitchen

- Dishwasher is drained (following the instructions supplied) and wiped clean
- All appliances - ovens / hobs /warming oven / fans / grills / dishwasher are turned off
- Serving hatch shutter is closed
- All main isolating wall switches in kitchen (water boiler / warming oven / ovens / hobs / grill / dishwasher) are switched off
- All tops and surfaces are wiped down using the supplied cleaning materials
- All bins must be emptied and all rubbish / food to be taken away
- Fridge / Freezer empty
- Back kitchen door closed and locked

Exiting the building

- Internal doors except the kitchen are closed
- Internal lights are all switched off
- External lights (including car park lights) are switched off
- Main front door is locked and key is put back into Key Box and securely closed