



VILLAGE HALL, ROCKBOURNE, SP6 3NR

Notes for Hirers (Contact: Adele Holmes, Tel: 01725 518588)

KEYS: please collect from Miss P. Waters, 6 Bourne Cottages, Rockbourne. Tel: 01725 518629.

ELECTRICITY: the small key on the padlock operates an **isolator switch** inside a white box on the wall on the right (as you enter) of the front door. Insert the key in the isolator and rotate it a quarter turn clockwise to turn on the electricity and leave the key in the isolator (the electricity cuts off when it is removed).

FIRE ALARM if the bleeper goes off: in the Fire Alarm control box above the isolator switch press buttons enter the numbers **4415** on the keypad then press the **RESET** button.

COMMUNICATIONS: there is a **PAYPHONE 01725 518796** upstairs in the Gallery. Mobile signal strength is poor but smartphones work with some networks (including Orange and Vodafone) through the Hall's **FREE WiFi BTHub3-WR28, Wireless Key 4b7cdcbeef**.

HEATING: the **white switches** on the wall near the heaters (the switch for the heater by the piano is behind the long curtain) activate extra fan heating. Please switch off when leaving; failure to do so may result in additional charges. **Do not touch the red switches or try to change the heater settings.**

CHAIRS AND TABLES: are kept in the Store Room off the Main Hall. Please use the chair trolley for moving the **chairs** and return them **stacked 5 high facing the back wall**. Lean the tables vertically against the back wall to the right of the chairs.

KITCHEN: instruction sheets are displayed near the dishwasher and cooker. The Water Boiler refills automatically and provides very hot water for tea, coffee etc. **Tea towels, oven gloves, dishcloths, etc. are not provided.** Before leaving please ensure that: all cutlery, crockery and utensils are washed properly and returned to the correct cabinets and drawers; the dishwasher has been drained as per the instructions; all appliances are turned off at their wall switches. **Please be sure to report any breakages or damage on the End of Hire Declaration form.**

DO NOT FIX OR STICK ANYTHING TO THE WALLS OR WOODWORK (including blue tack and sellotape). Any damage will result in a substantial charge being made.

CAR PARKING: if you need the car park for your exclusive use place the **Car Park in Use** sign (kept to the right of the door into the entrance hall) at the front of the car park.

BEFORE DEPARTURE, please:

- **ensure that all floors and surfaces used are properly cleaned** as necessary, ready for the next user. A large broom, bucket and floor mop and dustpan and brush are kept in the Store Room; however please only wipe up spills, the Caretaker will wash the floor with a proprietary product.
- **take all your rubbish home** and replace all bin liners removed (spares are in the cupboard under the kitchen hand basin);
- **check** that all lights, heaters and appliances are switched off, internal doors closed;
- **complete** the **End of Hiring Declaration** and leave it on the table in the Committee Room;
- **rotate** the isolator key a quarter turn anti-clockwise and remove it.

ON DEPARTURE: lock the front door and return the keys immediately to Miss P. Waters.

THANK YOU FOR HIRING THE HALL - YOUR CO-OPERATION IS MOST APPRECIATED