

## LITTLETON MEMORIAL HALL

***ALERT: Locked Barrier at entrance to adjacent car park – Maximum Vehicle Height 2.2 meters (approx. 7 feet 2 inches).***

### **REMINDERS:**

- **Smoking is not permitted and is illegal. Please smoke outside and place butts in receptacles. No artificial smoke as this will set off the Smoke Alarm**
- **No Sellotape, Blu-Tac, or drawing pins and No stiletto heels in the main hall please**
- **No BBQ's or cooking on paved areas around the building or Fast Food Vans in the car park**
- **No fireworks in the vicinity of Hall, Car Park and Recreation Grounds**
- **The Sale of alcohol on the premises is not permitted without the prior agreement of the Hall Manager, payment of £21 fee and completion of compulsory form**

**IN THE EVENT OF FIRE – VACATE PREMISES IMMEDIATELY, LEAVE ALL BELONGINGS BEHIND AND ASSEMBLE ON THE SPORTS FIELD. DO NOT ATTEMPT TO FIGHT FIRE – FIRE BRIGADE TO BE CONTACTED BY HIRER.**

**Fuses :**The fuse board is in the corridor leading to the toilets in the top cupboard opposite the coat hooks. Trip will be flagged.

**Plug Sockets - Main Hall:** If current is not present **PRESS** the reset switch on the wall to the left of the table storage room doors or the reset button on the Noise Limiter unit on the wall above the sound cupboard at the kitchen end of the hall.

**Heating:** Radiators are operated by **three** pre-set time switches in the outer Foyer (common areas), Main Hall and Meeting Room respectively. **PRESS** the button to activate; indicator light will illuminate to confirm in operation. Repeat when necessary. When you leave, or if temperature becomes too high, **PRESS** button to switch off.

**Ventilation (Main Hall only):** Inside the centre storage door and, as you enter, high on the left, is a time-switch which can be set for a period of up to five hours.

**KITCHEN:** The Kitchen is for use by all Hirers and consequently when both rooms are in use the Hirers of the Meeting Room should occupy the space nearest to the Foyer.

**Cooker:** The Cooker has **6 gas burners** on the top plus a **gas oven**. Instructions for the use of both are on the wall to the left of the cooker.

**Dishwasher:** Instructions for its use are on the wall immediately above. Please note that all plates and cutlery **must** be rinsed before placing in trays.

**PLEASE DRAIN DISHWASHER AFTER USE.**

**Insect Killer:** The switch (with red warning light) is to the right of the small white basin. Switch on to attract flying insects. Switch off please once the pests are cleared.

**Extractor Fan:** The switch is to the left of the stove. Turn off after use.

**Water Heater:** The switch is to the left of the water heater. The water heater automatically fills when the power is turned on, and dispenses **BOILING WATER**. A limited amount of boiling water is available after 9 minutes and full capacity (120 cups) after a further 30 minutes. After use please turn off the power and empty to the faucet level.

**Crockery & Cutlery:** Please wash crockery and return cups, saucers and cutlery to the plastic containers at the end of your hire (labels show numbers per container).

**Chopping Boards:** Four heat resistant glass chopping boards are provided. Please do not 'chop' on formica. **First Aid Box** is on window sill to the left of cooker.

## Equipment

**Chairs:** Stored in the right hand store. Please use 'lifter' to move them and, after your hire replace into the store in stacks of six. 36 chairs must be left in the Meeting Room.

**Tables:** Stored in the left hand store in front of the staging. Please use the trolleys to move tables to and from the point of use and ensure that two people manipulate the trolley through doors to ensure that no collision damage with door jambs occurs. Two large tables, and eight small tables (on trolley), are to be left in the Meeting Room.

**Staging:** Stored in left hand store behind the tables. Please use trolleys for moving staging to and from point of use and ensure that two people manipulate the trolley through doors to ensure that no collision damage with door jambs occurs. Be sure to familiarise yourself as to how the staging stacks so that you will know how to re-stack after use.

**Sound:** For information contact the Hall Manager.

**End of hire:** **Before you leave the building please ensure that :-**

- **Floors swept, any spillage cleaned up and Kitchen worktops are cleaned.**
- **All lights are turned off, including those in stores.**
- **The gas rings and oven are turned off and also the insect killer in the kitchen.**
- **Fire exit doors in the main hall (three doors), foyer (one door) and meeting room (one door) are all firmly shut.**
- **The external doors of the foyer and kitchen are firmly shut and locked.**
- **All windows are firmly shut and locked.**
- **All Glass Bottles are taken away and not put in the rubbish hoppers.**
- **Fire exit lights are left on continuously.**

**PLEASE LEAVE PREMISES & CAR PARK QUIETLY**