

IN THE EVENT OF A WATER LEAK

In the event of a water leak turn off the main stop cock which is to be found on the left side of the meter cupboard, just above floor level.

LOSS OF POWER TO SOME OF THE SOCKETS

Two electrical safety trips are fitted which will isolate the supply if a faulty appliance is plugged in. One trip feeds the sockets at the far section of the hall, the store room, committee room, gents hand-drier and heating boilers. The second feeds the kitchen, centre section of the hall, foyer, ladies hand-drier and outside lights.

In the event of a problem during an event, identify the appliance that has just been plugged in or switched on. This is probably the faulty item and it should be removed from the hall. For further assistance contact John Light Tel:223453

WI-FI ACCESS

Wi-Fi is available to hirers of the hall. Connect to KM Village Hall, select Guest Login for internet access or Hirer Login to access all the hall instructions and guides.

ACCIDENTS

In the event of an accident the first aid box is in the kitchen together with the 'hall manual' which contains the formal accident forms and instructions. If you have to call the emergency services our post code is TA11 6ES.

USEFULL TELEPHONE NUMBERS

The Bookings Secretary: Sarah Hughes (223440)

Trustees:

The Secretary: 223700

The Chairman: 223630

The Treasurer: 223453

THE HALL

The Village Hall Committee would like to think that we have a very unique hall. Not only is it a splendid building but almost the entire village contributed in some way to building the hall.

Over three thousand hours of volunteer effort went into what you see today.

Please take a few extra seconds when moving things around in the hall to ensure that the wood work, paintwork and floors are not damaged.



KEINTON MANDEVILLE VILLAGE HALL

USER'S GUIDE

**This leaflet has been compiled to answer those
"Frequently Asked Questions" by users of the hall.**

When your session starts you should find the hall clean, tidy and ready for your event. We ask you to leave the hall exactly as you found it.

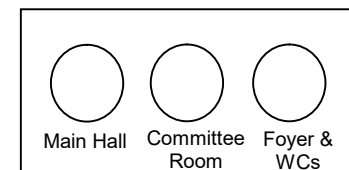
- Please take all your rubbish with you – we have no refuse collection!**
- Please ensure that you and your caterers, bar-staff etc have cleaned up and removed all items by the end of the hire period.**
Someone may have booked the hall straight after your event!


BEFORE YOU LEAVE THE HALL

Before you leave quickly walk through the entire building to check that all doors and windows are locked and that all the lighting and heating has been turned off.

HEATING

The heating for all rooms is controlled from switches in the meter cupboard (to your right as you enter through the main doors). Separate switches control the three 'heating zones'. Turn the control clockwise for the number of hours you want the heating to be on. To turn the heating off, turn the knob back to zero.



The boiler for the main hall takes around 3 minutes to start, after this time warm air should be felt at the vents. Even on a cold day the hall reaches a 'comfortable' temperature after 20 minutes. The thermostat to control the main hall temperature is located half way down the left side of the hall. If there is a  showing in the bottom right, turn on the thermostat, by holding the bottom button pressed for 2 secs.

Press and hold the up or down arrow to increase or decrease the temperature. A flame symbol is shown on the top right when the boiler is turned on.

HOT WATER

The hot water boiler is turned on all the time (you don't have to turn the heating on). Water is only heated when it is needed so it quickly runs hot to the kitchen taps. It takes a little longer to arrive in the WCs!

BOILING WATER (For drinks)

If you require more than one or two kettles full of boiling water please use the "Supreme 170" – to the right of the cooker.

- Place a tray under the tap, to catch any drips of water
- Turn on the mains switch, on the right on the unit, 30 minutes before you want the boiling water.
- The "TEMPERATURE READY" light illuminates when the unit is fully heated
- Hold a cup or teapot under the spout on the bottom, and gently pull the lever forwards.
- As boiling water is drawn off, the unit slowly refills itself, always keeping the water near boiling.

TURN OFF THE UNIT AS SOON AS YOU HAVE FINISHED

Caution: Scalding water is provided – please use with care

THE DISHWASHER

Please see the instructions on the wall for using the dishwasher and for cleaning it after use. Please note that it takes some time to pump-out and clean the dishwasher, so it is only sensible to use it if you have a large number of place settings to clean.

THE COOKER

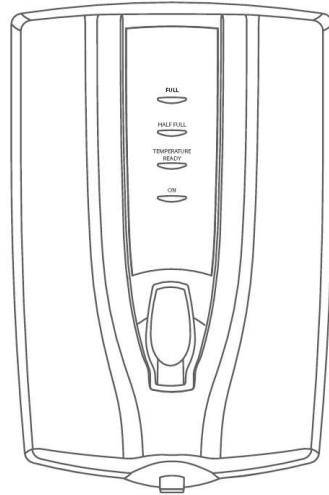
Turn on the main switch, on the wall to the left of the cooker, above the worksurface.

To use the Hob – turn the appropriate knob 90° anti-clockwise. Press the burner ignition button on the far right. To reduce the flame, turn the knob anti-clockwise.

To use the oven – turn the knob marked OVEN to the symbol with a line at the top and bottom. Set the temperature as required and set the knob marked TIMER for the required cooking time.

To use the grill – follow the instructions for the cooker, but turn the knob marked OVEN to the symbol with a wavy line at the top. When using the grill, the oven door must be kept closed.

NOTE: The oven door becomes very hot when in use. Keep children clear of the cooker at all times.



VENTILATION FANS

The two large fans in the main hall are controlled from a switch between the store room doors. The lower slider switch controls the speed and the top two switches on/off and the direction of the air flow. The extractor fan in the kitchen is controlled by the switch to the left of the cooker and the pull cord on the fan. Extractors fans in the WC's are turned on automatically when you enter.

EXIT LIGHTS

A switch on the right wall of the meter cupboard marked "Exit Lights" turns on all the "Exit Lights". If you are running an event covered by the Public Entertainment's License these MUST be turned on. It is wise to turn them on at all times. In the event of a power cut 16 emergency lights through out the hall come on automatically so you can see to leave safely

IN THE EVENT OF A FIRE

Notices are provided in the foyer and kitchen of the action to be taken in the event of a fire.

FIRST AID BOX

A first aid box is provided in the kitchen (to the left of the sink). If you do use any items please leave a note for the caretaker so it can be restocked.

THE CAR PARK AND STREET LIGHTS ALONG THE LANE

The outside lights are controlled from switches to the right of the main door as you enter. Turn on the switch and the pilot light turns on. The car park and street lights take several minutes to warm up. On leaving turn off both switches and the pilot lights will go off however the outside lights remain on for three minutes to allow you to leave.

THE WINDOW LOCKS

Our insurance company require us to keep all the windows locked when the hall is not in use. You will find a key to the windows on the key ring for the hall.

LOCKING AND UNLOCKING THE MAIN HALL DOOR

To unlock the hall enter your PIN code. To lock the hall close the door and press the '#' key.

LOCKING THE KITCHEN DOOR FROM INSIDE

Lift the door handle upwards as far as it will go and release it. Turn the knob below the handle clockwise until the bolt locks. {If you can't turn the knob you have not lifted the door handle far enough upwards.}

IN THE EVENT OF A GAS LEAK

1. Do not turn on any light switches or electrical appliances.
2. Turn off the main gas stop cock which is to be found in the meter cupboard under the fuse box marked "Gas".
3. Open windows and doors to ventilate the hall.
4. Contact the bookings secretary or one of the Trustees.

NOTE: There is sometimes a light smell of gas in the meter cupboard which disappears soon after the door is opened. This has been checked by a registered gas plumber who can detect no leak.