



INSTRUCTIONS TO HIRERS

QUICK GUIDE

A quick summary of instructions.

Access

Enter via side door by ramp.

Key in key safe on LEFT HAND SIDE beside door.

Inside the hall on your left is the alarm pad. Enter alarm code and the bleeping will stop.

If not, press RESET and enter correct code.

CODES WILL BE SUPPLIED AFTER BOOKING CONFIRMED AND PAID.

From inside you can then unlock the main front door, unlocking the top and bottom bolts.

Hall lights are on the left before you enter main hall.

Meters for heating are inside broom cupboard bear main entrance and take £1 or £2 coins.

The high level heaters can be individually switched on as required.

Tables and chairs

Kept in passage beyond kitchen – take trolleys into main hall before setting up and afterwards stack back in passage without blocking way through. Maximum of 7 chairs per trolley.

Plastic chairs and more tables are stored in long passage on left side of the hall through the door by sliding partition (max stack of chairs 6)

Use of kitchen

Equipped for 75 diners with china, crockery and glasses. Cooking utensils with a 6 ring oven, heated storage unit, fridge, microwave and dishwasher.

User to provide own dishcloths, tea towels and washing up liquid (not for dishwasher). At end of event all crockery, glasses and utensils should be washed, dried and stored in correct cupboards. Kitchen should be left clean, dishwasher emptied and all rubbish and recyclable items removed.

Departure

When you leave please ensure all internal doors are shut and side door to rear yard is also firmly closed. All lights and other electrical equipment should be switched off.

Rebolt and lock front doors (DO NOT TRY TO CHECK ITS LOCKED WITH INSIDE HANDLE AS IT WILL UNLOCK AGAIN AS ITS AN EMERGENCY EXIT)

Press RESET on alarm pad by side door – you have 1 minute to leave.

Lock the door, replace the key in key safe and randomise numbers.

Key Box. 1980
Alarm 2022

