

Fringford Village Hall Hirer's Checklist

Thank you for choosing Fringford Village Hall for your occasion.
To help you make the most of your visit, upon arrival please
familiarise yourself with the following information.

Start of Hire

1. Please have a walk around the facilities and if you find anything is damaged or unusable please report it before your session by contacting a member of the team on 07936 879175.

Light Switches

1. The light switches for the front lobby are located on the right-hand side of the kitchen door and also on the right-hand side of the entrance to the Chinnery Room.
2. The light switches for the kitchen are located on the right-hand side of the kitchen door in the lobby and also inside the kitchen to the left-hand side of the hatch.
3. The Main Hall light switches are located on the left-hand side as you enter and can be used in a variety of combinations to suit your event.
4. Please note the lights located in the toilets and the hallway outside are controlled by a sensor which automatically switches the lights on and off.

Fire Procedures

1. Please familiarise yourself with the Evacuation Procedure which is in a perspex holder on top of the fire alarm in the lobby.
2. Please also familiarise yourself with the locations of the fire extinguishers, break glass alarms and fire doors.
3. In the event of a power cut emergency lighting will come on automatically.
4. The first aid box is located in the kitchen cupboard on the left-hand side behind the door as you enter from the lobby.

Kitchen Facilities

1. The boiling water heater takes 15 minutes to heat up. The switch is located to the right-hand side of the boiler labelled 'water boiler'. If you switch the water boiler on please remember to switch it off afterwards.
2. A dishwasher is available. If you use the dishwasher please ensure you allow enough time within your hire period for the cycle to finish so you are able to empty the dishwasher and return all items used to their original storage location.

End of Hire

1. All equipment and kitchen items must be returned in a clean condition to their original storage location.
2. Floors must be left in a suitable condition for the next hirer, i.e. sweep floors and wipe up any spillages.

Exiting the Hall

1. After your session, please remember to turn off the lights in the hall and lobby. (N.B. The lights located in the toilets and the hallway outside are controlled by a sensor which will automatically switch the lights off.)
2. Lock the front door and follow the same key box opening and closing procedures which have been provided to you.
3. To check the key box is locked, turn the OPEN handle, it should just turn around and around.

Any issues or questions please contact a member of the team on 07936 879175.