

Wolvey Village Hall Foundation CIO

Hirer Information	
Getting There	The postcode for the Hall is LE10 3LJ and there is on-street parking in The Square and on School Lane.
Parking	There is a small forecourt – please give priority to the disabled. Otherwise, there is good on-street parking in the vicinity – please see our parking map. For very large events please let us know, and we will arrange extra parking if possible.
Unlocking	<p>If you have hired the Main Hall there is a key safe to the right of the main door. If you have hired the Garden Room, you should access through the green gate to the left of the Hall and the key safe is to the right of the tri-fold doors. The code for both doors is the same and therefore there is backup access if one of the keys is missing.</p> <p>The Office Meeting Room is accessed via the entrance to the Main Hall and is to your right as you enter.</p> <p>The access code will be provided on receipt of payment.</p>
Lights	<ol style="list-style-type: none"> 1. The outside lights are on a timer. Please do not change these. 2. The lights for the Main Hall start with the switch to the foyer lights to the right of the entrance door. The door to the Cloak Room is to your left, and inside the door and to the right is the light switch. Straight ahead is the door to Kitchen 1, and directly ahead of you are the light switches for the Main Hall. The middle row switches the strip lighting which should be sufficient for most events. The push dimmer and adjacent switch in the top row control the pendant lights. 3. The lights for the Garden Room are a little way into the room beside the door to Kitchen 2 or at the far end adjacent to the door to the fire exit. 4. The Toilets are all individually switched inside the door of each.
Furniture	<ol style="list-style-type: none"> 1. The Main Hall is equipped with 20 folding tables (more can be made available on request), and 100 stacking chairs. 2. The Garden Room is equipped with 20 soft chairs. 3. The Office Meeting Room is furnished to request. 4. Children’s tables & chairs can be provided on request. 5. Other furniture combinations must be requested at the time of booking. <p>Please do not drag furniture across the floor. Please fold the table legs with the tape on them first so that they stack flat.</p>
Internet	There is a high-speed broadband connection throughout the building discoverable as Wolvey Village Hall . The logon password will be provided on receipt of payment.
Heating	<p>The heating will be set before your arrival. You cannot change this.</p> <p>UNLESS OTHERWISE SPECIFIED, THE HEATING WILL BE SET TO 19°C IN THE WINTER. IF A LOWER TEMPERATURE OR NO HEATING AT ALL WOULD BE BETTER (eg: for sporting events or active children’s parties) WE WOULD APPRECIATE YOU LETTING US KNOW SO THAT WE CAN CONTINUE TO KEEP COSTS LOW.</p>
Cooling	The windows around the building tilt inwards if you turn the handle 90° to 3 O’Clock. If turned 180° to 12 O’Clock they will hinge inwards.
Fans	<ol style="list-style-type: none"> 1. Use “Xpelair” controller in Kitchen 1 above the fridge. Select air direction up/down. Turn on (fan symbol). Select minimum speed required – NOT TOO FAST!!. The maximum speed is marked. Turn off when leaving or not required.
Cleaning	<ol style="list-style-type: none"> 1. Mops, Buckets, & Brushes can be found in the tall metal cupboard in the Cloakroom area. 2. A hoover will be in the Storage Room situated through the fire doors between the Main Hall and the Garden Room.

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	<ol style="list-style-type: none"> 3. All rubbish must be removed to the outside bins in the car park at the end of the hire period. Please try to put recyclables (glass, plastic, paper, card, & metal) in the blue lid bin. 4. Please leave the Hall as you found it.
Kitchen	<ol style="list-style-type: none"> 1. The kitchen has not been inspected by the Food Standards Agency, and therefore food cannot be made on the premises for sale or supply to the public. 2. Please bring your own Cloths & tea towels. A small number are available but not guaranteed. 3. There is a good supply of mugs and cups and saucers. 4. There are around 20 place settings (Dinner Plate, Side Plate, & Bowl) available. 5. There are around 60 of each Pint Glasses, Highball Tumblers, and Tulip Wine Glasses. 6. There is a selection of cutlery available – at least 20 place settings. 7. There are large tea and coffee pots. 8. A hot water boiler is provided for your use. When full this will take approximately 45mins to 1 hour to boil. It does NOT turn itself off and MUST be turned off manually once it is boiling. 9. There are modern ovens and hobs in both kitchens, however, we suggest they are only be used for reheating or keeping food warm. 10. There is a fridge/freezer available for your use – please don't forget to leave it empty. 11. Please ensure everything is washed up and put away where you found it otherwise a deduction may be made from your deposit.
Bar	Hirers will be required to bring their own drinks or arrange a licensed bar if drinks are to be sold.
Toilets	The toilets are equipped with toilet rolls and hand soap and there are warm air hand dryers. There are sanitary disposal bins in each ladies' toilet. There is a baby change area in the disabled toilet with a nappy disposal bin.
Fire	<ol style="list-style-type: none"> 1. There are fire alarm points by each of the fire escape doors; <ol style="list-style-type: none"> a. the Main Hall entrance door. b. the fire escape door from the Main Hall. c. the door from the Kitchen 1 to the Garden. d. the door from the Garden Room. 2. There are Fire Extinguishers by; <ol style="list-style-type: none"> a. the Main Hall entrance door. b. the fire escape door from the Main Hall. c. Either side of the stage. d. In Kitchen 1 to your left as you enter from the Main Hall there is a fire blanket. e. In the Garden Room beside the bar door. 3. The Fire Assembly Point is by the plinth in The Square.
First Aid	A wall-mounted first aid kit is located in Kitchen 1 opposite to the entrance door. Please inform Wolvey Village Hall Management Committee if you use anything from the kit so that it can be replenished.
Sound & Music	A Bluetooth party speaker and microphones are available for your event. Please contact us for details.