

Opening up instructions for Bruisyard Village Hall.

Key holder:-

- Turn alarm off
- Give the Hirer a contact phone number
- Unlock Fire Door – key number 3 – Blue tab on key.
- Brief Hirer on procedures in the event of a fire.
- Show Hirer the key cupboard and keys to the other main hall doors and instruct them not to leave keys in the doors during an event but put them back into the key cupboard at all times.
- Turn on Cooker and Dishwasher electricity switches and water to dishwasher if required and show Hirer instructions for use of these appliances.
- Turn on water and electricity to water boiler if required.
- Turn toilet lights on
- Turn up to 3 the heat exchange system if the oven is to be used otherwise leave on 2.
- Familiarise Hirer with sound cutout system.

Hirer:-

- Familiarise yourself with the fire exits
- Inform Key Holder what facilities you wish to use eg. appliances in the kitchen and kitchen utensils, crockery etc.
- No access is permitted into the loft space or boiler room under any circumstances.
- The wall thermostats in the hall, entrance hall and kitchen must not be adjusted.

Closing up instructions

Hirer:-

- The Hall must be left in a clean and tidy condition ready for the next user.
- Put away all items used in kitchen in a clean condition.
- Clean all surfaces in kitchen
- Turn off the electricity to water boiler, kettle, coffee machine etc. N.B. **DO NOT TURN OFF FRIDGES**
- If the water boiler has been used open the tap to empty out the water (the water boiler should be switched off first). Be careful, the water may be boiling hot.
- Sweep up all floors.
- Check and clean toilets and make sure all taps are turned off.
- Close all windows that have been opened.
- Lock all Main Hall Doors and return keys to cupboard.
- Turn all lights off - check toilet lights are turned off and taps turned off.

Key holder:-

- Turn off electricity to cooker and dishwasher
- Check that kettle and coffee machine are turned off and the water boiler has been turned off and emptied.
- Turn water off to dishwasher and boiler.
- Check all windows and doors have been locked
- Check all lights are off and taps turned off.
- Check if volume control has been triggered. Plugs in the hall will not be working.
- Record the cleanliness of the hall and whether further cleaning is needed (this will trigger a payment from the Hirer's refundable deposit).
- Set alarm and lock hall.