



TRULL VILLAGE MEMORIAL HALL

GENERAL INFORMATION

Additional Information is available in the User Manual which is kept in the main kitchen.

On arrival, please ensure the double-glazed doors to the garden in the main hall are unlocked. These are fire exit doors and must be unlocked while the hall is in use.

EMERGENCIES

FIRE - Call 999 Warn everyone in the building and escort everyone out of the building safely using the nearest fire exit, congregate at the fire assembly point on the green at the entrance to the car park. Check everyone against your attendance register. If safe to do so, use the appropriate fire extinguisher, as per the information given on the H&S notice board in the main lobby.

ACCIDENTS - There are First Aid kits in the main hall and Pearce Suite kitchens and an accident record book in the main kitchen.

LIGHTING

Outside light switches are located on the left wall as you enter the building, before the kitchen door.

Main Hall switches are located through the right-hand door by the stage, on the left side wall.

Wall light switches are located to the right of the curtain on the inside of the main doors to the main Hall.

HEATING

The entrance lobby heater is located on the right side as you enter and the main switch is below and to the left. Additional controls are on top of the heater.

The main Hall heating switch is located behind the right-hand entrance curtain as you enter the hall and is the higher switch.

The Pearce Suite has independent wall heaters, each having its own power input. Additional controls are on top of each heater.

TOILETS

The 'Ladies' is located along the corridor, first door on the right.

The 'Gents' is located along the corridor, second door on the right.

Disabled facilities are located along the corridor, third door on the right. This toilet contains a baby-changing facility and alarm cord.

KITCHEN

Hot Water (Washing Up) - The switch for is to the left of the key safe on the adjacent wall.

Hot Water (Drinking) - The switch for the electric urn is located between the heated trolley and the unit on which the urn stands. Switch on 20 mins before needed.

Dishwasher - Instructions are provided in the user manual. Please switch on 20 minutes before use to ensure water is heated to the correct temperature. The washing cycle takes approximately 2 minutes (?) but does not dry the contents. Stacking trays are provided under the central table.

Oven - the mains switch is on the wall behind the oven to the left

Warming oven - in front of the hatch and the switch is to the right-hand side, on the wall.

Microwave - instructions are in the user manual

Fridges (2) and freezer - please switch off after use and leave doors open

China, cutlery and glassware are all provided. (Tea towels are not provided).

TABLES AND CHAIRS

These are located behind the door diagonally across the main Hall in an area next to the Pearce Suite. If the door is locked from the main hall, access is via the Pearce Suite.

Tables - There are two trolleys each containing 12 tables, one trolley contains 12 large tables the other 12 smaller tables and they should not be mixed.

Chairs - There are 120 blue seated chairs which are stacked in groups of 8, as shown in the picture displayed on the wall in this area. Trolleys are available for moving stacks into the main hall.

MEDIA FACILITIES

The hall provides use of an overhead projector with speakers and screen, although you may need to bring your own connecting leads if using a laptop. The connection for the projector is just below the light/heating switch on the right hand side of the doors to the main Hall.

If you require these facilities, please contact the Booking Secretary who will liaise with you concerning your requirements.

There is also a small projector and screen, kept in the kitchenette of the Pearce Suite, that is suited for use in this area.

Hearing Loop facility available.

WIFI

The WiFi Router is situated in the kitchen on a shelf to the left of the rear door, the password is 3hbVXgAgLGhLh4

GARDEN

The garden area is secure, gates can be opened from the inside but are not locked. There are two picnic tables on the patio and a larger grassed area .

Outdoor cooking – only permitted on the grass area (with adequate protection). Cooking on the patio area is not permitted.

Bouncy Castles are only permitted if hirers arrange their own liability insurance. Proof of insurance must be sent to the booking secretary at least seven days prior to the event.

CLEANING AND RUBBISH REMOVAL

There are black bin bags in a kitchen drawer for your use. Please remove all rubbish from the hall and take it away with you.

Cleaning liquids and cloths are kept under the sink

Cleaning equipment (vacuum, sweeping brush, mop and bucket) is kept in the lobby next to the Gents Toilet.

CAR PARK

The half of the car park closest to the hall owned by the Memorial Hall and the half nearest the road is owned by the Church.

During village events the car park may be used by other visitors so if you wish to restrict use for your guests there are 2 barriers, and a supply of traffic cones, available at the front of the hall which can be used to cordon off an area.

BEFORE YOU LEAVE

Clean all tables and return them, and the chairs, to their rightful place.

Lock the DOUBLE-GLAZED DOORS to the garden

Turn off all lights

Turn off all heaters

Turn off Wi-Fi

Close and relock all windows

Remove all rubbish from the hall and take it away with you.

Ensure that both main doors are secured and locked, returning the key to the key safe and scramble the security numbers.

Please remember to return barriers car park them to the garden when your function is over.

Finally, we understand that sometimes damage, or breakages, can unexpectedly occur and reserve the right to withhold part, or all, of the surety deposit should this situation arise.

We hope you enjoy your visit to Trull Memorial Hall, if you have any feedback, please let us know by completing the feedback form on the contact page of our website

www.trullmemorialhall.co.uk