

# COLERNE VILLAGE HALL ASSOCIATION

REGISTERED CHARITY 1072699

## USEFUL INFORMATION

**This room has its own entrance and toilet facility and is not suitable for any parties.**

### **RISK ASSESSMENT**

Colerne Village Hall risk assessment can be found on the website for the Main Hall on the Main Hall Terms and Conditions tab; for the Denys Sargent Room on the Denys Sargent Room Terms and Conditions tab.

### **EQUIPMENT**

There are 4 folding rectangle tables 5ft x 2.5ft in size and 20 chairs. The room is left in a meeting room layout with 8 chairs around the 4 tables, the other chairs are stacked in two columns, one next to the door to the stage the other next to the mirror.

### **KITCHENETTE**

On the worktops are 2 Kettles.

Unlocked cupboards in the kitchenette hold all the cups and saucers, plates, mugs. There are 20 tea spoons in the draw by the sink as well as Jay clothes.

There are 20 white tea cups and saucers, 20 mugs and 20 white Tea plates plus 20 wine glasses. These are all in the cupboards above the sink.

The washing up bowl is under the sink and there is washing up liquid and anti bacterial spray on the sink.

There are no Tea Towels so the hirer must provide their own.

**If any kitchen equipment is used from any of the cupboards it must be washed and dried and returned to the cupboard. Nothing must be left unwashed.**

### **IF REQUESTED**

There is a manual projector screen and projector available in the room.

### **WIFI**

There is free WiFi available in the room, it is password protected. The ID is Denys Sargent and the password is C0lerneWilts

### **KEYS**

The key box will only operate between hours that are booked; there is a 15 minute grace period at the end of the hiring to allow the key to be returned to the box. **At NO TIME should the key box be left open, the key removed from the Hall or the key passed onto someone else.**

### **CLEANING EQUIPMENT**

All cleaning equipment necessary to clean the room can be found under the sink in the kitchenette. There are dustbin liners in the drawer next to the sink. Make sure the room is cleaned before you leave site and that all rubbish is removed from site with you. Please note that if any floors need washing there is special alto floor cleaner for all floors in the cupboard under the sink.