



Registered Charity No: 302653

Instructions for the use of and equipment in Offord Village Hall

Vestibule

The light switch for the entrance is to the left of the front door. The 'cloakroom' is to the right of the front door.

Main Hall

Central Heating

If you wish to change the temperature of the hall then just increase/decrease the setting on the thermostat then return this back to the original setting at the end of the hire. Please don't touch any other setting on the thermostat.

Stage curtains

Open/close stage curtains by the handle on the wall and not by manually pulling the curtains across the stage as this will cause the mechanism to break.

Lights

Light switches for main lights and other lights are situated in the kitchen and are labelled.

Extractor Fans

Please turn on extract fans if the atmosphere/temperature in the hall is too warm.

This will circulate cool air.

Labelled dials are situated in the kitchen.

Tables and chairs

17 x buffet tables	Stacked on a trolley in the chair/table store
96 x chairs (fabric)	Stacked in the chair/table store (max 6 per stack)
7 x children's tables	Stacked in the chair/table store
40 x children's chairs	Stacked in the chair/table store
7 x smaller tables	On a trolley in the hall by the stage

There is a trolley for moving chairs around (a maximum of 6 chairs at a time).
[There are several miscellaneous tables on the stage and 30+ grey plastic chairs in the store].

Please ensure all tables are wiped clean at the end of the hire.
Return all chairs and tables to their correct places at the end of the hire.

The children's tables and chairs can be set out in a long row or U-shape to seat 30 children, or arranged separately as desired.

The Screen

There is an electrically operated white projector screen suspended above the front centre of the stage. Operating procedure is as follows:

1. In the Cloakroom Area next to light switches there is a white switch labelled projector screen. Make sure that it is switched on.
2. The handset for operating the screen is located in a labelled white box in the wall cupboard nearest to boiler in the kitchen.
3. Point handset at projector screen. Press 0 then the down arrow.
4. To close screen press up arrow.
5. Return handset to cupboard.
6. Turn off white switch in the Cloakroom Area.

Committee Room

If you rearrange tables and chairs for use, please return to original configuration at the end of your hire. Normally the tables and chairs should *not* be moved from the committee room. But exceptionally, if they are used elsewhere, then they *must* be returned to the committee room.

Wi-Fi

The wi-fi router is located in the committee room. Please do not adjust any settings. The Network provider is Virgin Media and the password is Wstxy2kq.

Kitchen

Main Heating Boiler

Please don't touch any of the boiler controls in the kitchen as the heating system is fine tuned for the building and the heating is on a timer.

The thermostat for the central heating is situated on the wall to the left of the double doors into the main hall.

Use of the cooker

This is a commercial cooker and has a gas hob and an electric oven. Instructions for use of the cooker are placed next to it, and this information is also at Annex A to this document.

Please obey all cooking instructions.

If using the oven, ensure any leftover food items are removed.

If grill pan is used, ensure it is washed up and left clean ready for the next user.

Ensure cooker is left clean and ready for the next user.

There is also a microwave in the kitchen.

Cooker Extract Fan

Turn on cooker extract fan to reduce heavy smells of cooking.

Kitchen fan

Turn on kitchen fan to aid air circulation and reduce steam in the atmosphere.

Chopping boards

There are separate chopping boards for different food types – please adhere to these:

Red – raw meat

Blue – raw fish

Yellow – cooked meats

Green - salad and fruits

Grey- vegetables

White – dairy products

The dishwasher

There is a commercial dishwasher situated next to the sink in the larger kitchen area.

Instructions for use of the dishwasher are placed next to it, and are also at Annex B to this document.

Scrape messy plates etc of food before placing into dishwasher as the food waste will clog the filter and drainage outlet.

Ensure the dishwasher is ‘drained down’ after use and before turning off.

Check filter at bottom of dishwasher to ensure it isn’t clogged up with food waste.

The sinks

There are 3 sinks.

- The main one in the larger kitchen area: For washing up
- A smaller one near to the cooker: For washing up
- A hand washing sink adjacent to the smaller washing up sink: For handwashing only. Not to be used for washing up

Washing up liquid, sponges and cloths are provided.

Hirer supplies own tea towels.

Fridge/Freezer

There is a double door fridge/freezer.

Ensure any leftover food items are removed and taken away at the end of the hire.

Water heater

There is a water heater situated on the counter adjacent to the serving hatch.

Instructions for use are on the wall next to the heater.

It will take 15 minutes for the water to heat up from 'Standby' then there will be a constant supply of hot water for making drinks.

There are also 2 kettles and large teapots for use if necessary.

Crockery

There are approximately 80 x cups and saucers, mugs and bowls; 170 plates and over 100 sets of cutlery in the drawers and salt and pepper pots available. There is a selection of glasses, and more in the separate bar (see Bar section).

Kitchen cupboards

Many of our societies and organisations store their own equipment in the cupboards. Please respect their property and anything borrowed should be cleaned and replaced at the end of hire.

The first aid box is also located in the kitchen by the door.

Bar

There is a separate bar area leading off the main hall which includes a sink, cupboards, fridge and lift-up counter.

There are approximately 52 wine glasses, a selection of other small glasses and boxes of reusable plastic pint glasses and plastic wine glasses (approx 100), all of which may be washed in the dishwasher (or hand washed) and replaced at the end of hire.

Toilets

The main toilets are in the vestibule. Lighting in these is automatic.

- Ladies' toilets with nappy changing facility
- Gents' toilets
- Disabled toilet with nappy changing facility.

There are additional toilets in the corridor behind and to the left of the stage.

- 2 x gender neutral toilets.

Please ensure all toilets are left clean at the end of the function.

Main Storage Room

This leads off the main hall and is for use by the hall committee, caretaker, village organisations and regular users only. Items should not be removed from or stored in here without the permission of the hall committee or relevant groups. Items should be stored tidily and with consideration for other users.

Cleaning at end of hire

Disposal of rubbish

There are 2 rubbish bins in the kitchen.

- Black for General Waste. Use for wet paper towels, general waste etc.
- Blue for Dry Recyclables. Use for paper, cardboard, rinsed out cans etc.
- We also encourage you where possible, to minimise food waste and compost any scraps wherever possible.
- Please consider the environment and reduce, reuse and recycle whenever you can!

Sweep hall floor and kitchen floor and wipe/mop up any spillages.

Large broom and floor mop in hall chair/table store cupboard.

Dustpan and brush under main sink in kitchen.

Check that nothing has been left in oven (if used) or in fridge/freezer.

Check that the rear fire exit in Main Hall is firmly secured and locked.

Using the Titan Dual Fuel Cooker

Hotplate burners

- If only two burners are to be used, use the middle two
- Light one burner by pressing and turning knob to full flame position
- Use taper or match and continue to hold knob in for a further 5 to 10 seconds before release
- Burner should remain lit but if it goes out, repeat process and ignition procedure
- When burner remains lit, turn knob to required position
- Repeat this for the remaining required burners
- Slowly rotate the control knob of each burner in use, to fine tune the flame sizes to the desired heat outputs
- The aim is to make all the flame patterns look identical as this will ensure the heat is evenly distributed to the pan and its contents
- On no account should any flame be licking up the sides of the pan or elongated in any way
- To turn off the hot plate, turn knob to OFF position its

Oven

- Ensure mains supply is on
- Green mains ON indicator should illuminate
- Turn control knob clockwise to desired setting
- Amber HEATING indicator will light and remain lit until temperature is reached
- Do not leave doors open for longer than necessary to load or unload oven
- To turn off the oven, turn thermostat control knob to 'O' position
- WARNING: area around the oven will become very hot whilst the oven is in use
- Take extra care when opening the doors

Using the Dishwasher

Note: decide in good time of you need to use the dishwasher, the heat-up time is approximately 15 minutes

Start-up

- Ensure mains power is on
- Check the filter and strainer are in position
- Switch on power to machine with power button

Tank filling and water heating

- Tank will fill with water and the GREEN light next to the power button will flash continuously whilst the tank fills and the water is heated
- When GREEN light stops flashing the dishwasher is ready to use

Loading dishwasher

- With the door open, slide the loaded basket into the washer and close the door
- Please use fully loaded wherever possible to save energy

Programme selection

- Press programme button (2 is recommended)
- The adjacent GREEN light will move from permanently lit to continuously flashing whilst the wash cycle is in progress
- It is a quick washing cycle so will not take long

Unloading the dishwasher

- When the GREEN light stops flashing and is permanently lit the cycle is complete
- Open the door and slide basket out
- The basket can be left to air dry if desired
- If the dishwasher is not going to be used again straight away, close the door to retain water heat

Drain down and cleaning

- Press and hold the drain button for 3 seconds, GREEN light will come on when the drain down programme has been activated
- Once this is complete, the GREEN light will go off and the dishwasher automatically powers off

Salt replenishment

If the SALT level indicator comes on, please inform the hall caretaker or a member of the village hall committee after use.