

**Oswaldkirk Village Hall**  
**Registered Charity No 523399**

**HIRER'S INFORMATION AND INDUCTION SHEET**

**General.**

A file containing detailed instructions/operating manuals is provided in the kitchen. This document is designed to provide a quick overview and to identify key items.

**Electricity supply.**

The consumer unit and isolation points are in the wall cupboard above the boiler in the kitchen.

In the event of problems with the boiler the electrical supply to the boiler can be isolated at the consumer unit as above or by using the switch on the wall.

**Oil supply.**

The isolation valve for the oil supply is located outside, adjacent to the oil tank.

**Water supply.**

In an emergency the mains water stop tap is located in the cleaner's store. The key for the store is located in the kitchen cupboard above the boiler. The stop tap is located in the store on the left hand side adjacent to the sink.

**Central Heating Boiler.**

Hirers do not need to take any action regarding controls, programming etc.

**Central Heating Controls.**

There are two controls, a thermostat in the hall and the on/off control in the kitchen which is located above the boiler. The thermostat is standard but should not need to be adjusted. To turn the heating on simply press the button and a time will show on the display. Timing increases in half hour increments. The maximum time that can be set is two hours. If the heating is required for a longer period it is simply necessary to restart the heating after the two hours or to "add time" whilst the hire is in progress by pushing the button again.

The heating will turn off automatically. No other switching is necessary.

**Hot water boiler.**

1. Before switching on - draw off 3 bowls of water. The heater will automatically refill.
2. Switch heater on (wall switch to right of heater).
3. Green light on heater will flash for approximately 20 mins, do not draw down any water. It may sound as though the water is boiling but whilst the green light is flashing it is warming up. Drawing off water before the green light shows constant will set the water temperature at a lower setting.
4. When the green light becomes a constant light, the correct temperature has been reached and the heater is ready for use.
5. Before leaving please switch heater off.

**Hot water to sinks.**

The hot water to all sinks will be supplied automatically and needs no adjustment.

**Refrigerators.**

Turn on the units early enough to reach the correct temperature for your requirements. If necessary, arrangements can be made for the caretaker to turn on the fridges in preparation for the hire.

After use please ensure that the units are emptied, wiped clean and turned off with doors wedged open.

**Cookers.**

After use please ensure that the cookers are clean, emptied and the power is turned off.

**Store.**

The store should be kept locked during a hire. The key for the store is kept in the cupboard above the boiler in the kitchen. On no account should hirers attempt to access the loft space.

**On completion of the hire.**

On completion of the hire please ensure that you leave the hall, kitchen and toilets clean and tidy and in a usable state for anyone following. Where a deposit has been required we will carry out an inspection within 48 hours and provided that no issues arise we will refund the deposit within 14 days of the hire.

**First aid and accidents.**

The first aid kit is located in the kitchen on the worktop alongside the accident report book. The bookings secretary should be informed of any use of the first aid supplies and of any accident.

**Breakages.**

Please advise the bookings secretary of all breakages. The bookings secretary will also be advised of any lost property found after a hiring and can assist with retrieval.

**Problems, complaints and compliments!**

Please inform the bookings secretary of any problems that you encounter. You might also like to send in any positive comments that you feel appropriate!

The hirer confirms that they have received the information required to operate within the hall.

**Signed: -**

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**Hirer**

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**Date**