



## Village Hall Inventory & Equipment Usage Instructions

*Updated February 2024*

### *Inventory*

<p><u><i>Kitchen</i></u></p> <ul style="list-style-type: none"> <li>○ Microwave, Boiling water dispenser, Kettle, Double oven and hob, fridge, Dishwasher, Cooker hood</li> <li>○ Small, medium and large plates. Serving plates.</li> <li>○ Mugs, cups and saucers</li> <li>○ Water jugs and glasses</li> <li>○ Tea pots</li> <li>○ Serving trays, baking trays</li> <li>○ Large selection of cutlery, knives, scissors, tin opener, whisk, etc</li> <li>○ Good selection of pots and pans</li> <li>○ Composting caddy and bin bag stand</li> <li>○ Brooms, vacuum, dustpan &amp; brush</li> <li>○ Cleaning cloths, tea towels, table cloths</li> </ul>	<p><u><i>Shed</i></u></p> <ul style="list-style-type: none"> <li>○ Smaller adult chairs x40</li> <li>○ Slatted wooden chairs x8</li> <li>○ Plastic patio chairs x8</li> <li>○ Childrens' chairs x20</li> <li>○ Outdoor tables x3</li> <li>○ Trestle tables x8</li> <li>○ Wheelchair</li> <li>○ Gazebo x2</li> <li>○ 3x heavy duty tarpaulin mats 16m x 2m. Suitable for dog training or flooring for gazebos</li> <li>○ Additional crockery</li> </ul>
<p><u><i>Toilets</i></u></p> <ul style="list-style-type: none"> <li>○ Baby changing unit</li> <li>○ Coat hooks</li> <li>○ Electric hand dryers</li> </ul>	<p><u><i>Electrical Equipment</i></u></p> <ul style="list-style-type: none"> <li>○ Projector and screen (Stored under stage)</li> <li>○ Dimmable floor lamp x2</li> <li>○ T Bar stage lighting (Stored under stage)</li> <li>○ Portable PA system (Stored under stage)</li> </ul>
<p><u><i>Furniture</i></u></p> <ul style="list-style-type: none"> <li>○ Chairs x50</li> <li>○ Tables x16</li> <li>○ High chair x1</li> </ul>	<p><u><i>Play Items (Stored Under Stage)</i></u></p> <ul style="list-style-type: none"> <li>○ Electric keyboard</li> <li>○ Various toys:             <ul style="list-style-type: none"> <li>○ Skipping ropes, Animal ring toss game, Kubbb game, Boules, Croquet Set, Giant connect 4, Hopscotch, Giant chess &amp; draughts</li> </ul> </li> </ul>
<p><u><i>Miscellaneous</i></u></p> <ul style="list-style-type: none"> <li>○ Fire extinguisher x3 &amp; fire blanket x1</li> <li>○ First aid kit</li> <li>○ Cable protectors for trailing extension cables (Stored under stage)</li> </ul>	<p><u><i>Garden</i></u></p> <ul style="list-style-type: none"> <li>○ Two seater bench x3</li> <li>○ Three seater bench</li> <li>○ External power sockets</li> <li>○ Garden lighting</li> </ul>

*If you notice anything missing or broken please report this to the lettings officer*



### Usage Instructions

- Heating: Controls are located in the tall cupboard at the rear of the kitchen on the right hand side. Please allow 30 minutes for hall to warm up from turning heating on. (Instructions below).
- Dishwasher: Instructions below.
- Fridge: Undercounter fridge with ice cube freezer. Always on. Do not turn off.
- Microwave: Standard table top microwave
- Burco boiling water dispenser. Allow 20 minutes to heat up. Please turn off after use
- Floor lamps can be plugged into any available socket and the brightness/colour temperature controlled by the touch sensitive dial on the stem.
- The portable stage lighting can be plugged into any available socket and controlled with the supplied remote control. Stored under the main stage.
- The PA system is battery powered and may need recharging via the supplied USB cable. One microphone is supplied with the system. Stored under the main stage.
- Projector requires connecting to a laptop via supplied HDMI or VGA cables. The projector is stored off site. Please ask the lettings officer if you would like to use it.
- The projector screen is stored under the main stage.
- Play items are stored under the main stage
- Outside lighting and external power sockets are controlled from inside the shed.

### Heating Instructions



To operate the heating push the BOOST button firmly until the desired time period is illuminated:

- 1/4 = 15 minutes of heating
- 1/2 = 30 minutes
- 1 = 1 hour
- 2 = 2 hours
- 3 = 3 hours
- 4 = 4 hours

You will hear a loud "clunk" which indicates that the heating is on.

To turn heating off cycle through until all blue lights are extinguished – you will hear another loud "clunk".

**ALWAYS TURN HEATING OFF BEFORE LEAVING HALL**



## Dishwasher Instructions

To turn the dishwasher on press the button outlined in blue in the picture.

The dishwasher has a number of programmes. The shortest one (30 minutes) can be used by pressing the "Mini 35C" button outlined in red. To start the dishwasher press the button outlined in green. The display will count down to indicate how much longer the programme has to run.



There is a drawer at the top for cutlery and also a basket for cutlery (which can be removed to make more space for crockery).

Dishwasher tablets are kept in the tall cupboard on the top shelf and should be placed inside the receptacle mounted in the dishwasher door and the lid pushed shut. Salt and rinse aid is not required. Please keep the dishwasher tablets away from children.

Please remember to empty the dishwasher after use!