

## **Little Birch Village Hall**

### **Checklist of actions to be taken when arriving at and leaving the hall**

#### **When entering the hall:**

1. Main light switches are located by the double entrance doors.
2. Please ensure all cold taps are turned OFF before you turn on the water. Taps are located as follows:  
3 in ladies' toilets  
1 in gent's toilets  
1 in bar  
1 in kitchen.  
The stopcock is located in the last cubicle in the ladies' toilets.
3. Unbolt the double fire exit doors to the left of the stage.
4. To use the water heaters – there is one in bar area under sink, one in kitchen cupboard. Instructions for use are on the wall in bar area. Run hot and cold sink taps to expel any air in pipes **before** turning on the water heaters.

**PLEASE NOTE:** Electrical consumer unit and trip switches are in the wall cupboard in the room behind the stage.

#### **When leaving the hall:**

1. Turn off stopcock located in last cubicle in ladies' toilets.
2. In cold weather, flush all toilets and turn on cold water taps as follows: 3 in ladies' toilets  
1 in gent's toilets  
1 in bar  
1 in kitchen

When all taps have drained TURN THEM OFF (not too tightly).

3. Turn all gas heaters off and the water heaters in the kitchen and in bar area.
4. Check bolt is locked on double fire exit doors.
5. Lights  
For those behind the stage – switch by fire doors.  
On leaving, switch off all lights in hall entrance before pressing the time delay round switch (outside light will then stay on while you lock up and switch off automatically).
6. Hall and toilets MUST be cleaned prior to departure and ALL RUBBISH TAKEN AWAY.

**All breakages must be reported**

**Please do not remove anything from the hall without prior permission**

**Parties must end by 11.30pm unless a later time has been agreed by LBVH Management Committee. Please be considerate towards the neighbours and leave quietly.**

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