



HIRERS NOTES

KEY SAFE

Located outside to the left of the entrance door.
Code issued prior to hire. Do not share outside your group.
Return keys to the safe and scramble the combination on leaving.

PADLOCK TO ANNEX

Code issued prior to hire.
Ensure padlock is secured and combination scrambled when leaving.

HOT WATER

Immersion located in the toilet.
Switch above immersion.
Feeds kitchen sink and toilet basin.
Switch off before leaving.

HEATING

Two radiators controlled at wall switches.
Preset to 20°C.
Switch off before leaving.

FUSE BOXES

Main Hall: left of wall units.
Annex: opposite sink.
Contact Chair if issues persist.

CLEANING

Vacuum, bucket and mop in Annex kitchen area.
Clean spillages promptly.

PARKING

Hard standing extends approximately one car length on either side of the central path.
Avoid parking on soft grass, particularly in wet conditions.
Park considerately.

ACCIDENT BOOK

Located in the cupboard in the main hall.
All accidents or incidents must be recorded before leaving.

CONTACT

Chair (urgent issues): 07877 673760

CHECKLIST ON LEAVING

- Turn off heating and water heaters.
- Sweep/vacuum floors.
- Remove all rubbish.
- Wash and replace crockery.
- Return furniture to original positions.
- Turn off lights.
- Lock doors and return keys to safe.
- Close gates securely.