

Thank you for booking Stowe by Chartley Village Hall – please see the following guidance for use of the hall.

- A few days before your booking date, please email bookings@gmail.com for the key safe code so you can gain access to the building.

If you have booked the Meeting room

- To heat this room press the green button on the box fixed to the wall adjacent the kitchen door – this provides 1 hour of heating, press again as required if you book for more than 2 hrs.
- The WiFi code is on the notice board.
- Tables for the room are stored in the storage room next to the disabled toilet.
- The chairs are stacked in the meeting room.

If you have paid to use the kitchen

- The cooker has a gas hob and electric ovens. The cooker electrical switch is to the right of the cooker under the counter and should be left turned on (if the clock shows the time – its on).
- To turn the gas on – see gas supply control valve on the wall by the store room wall – using the silver key on the gas tap keyring (located either in tap or the kitchen drawer) turn the key to the on position and wait for the gas on light to illuminate red. If the gas does not turn on...
 - check the cooker for any gas rings that may be switched on,
 - check the emergency shutoff button by the kettle – this button should not be depressed – to reset use the black key on the gas tap key ring, the button will pop out.
 - Turn the reset button labelled emergency shut off on the gas supply control valve.
 - Then retry.
- If you need hot water in the taps – you need to unlock the store cupboard (long triangular headed key in kitchen drawer) and press the BST button once (to the right of the hot water tank). Boost 1 will illuminate giving you 1hr of hot water, pressing twice gives you 2hrs & pressing three times is off.
- The plate warming oven is turned on using the switch labelled hot cupboard on the wall by the kettle and ensuring the isolation switch on the oven is also rotated to the on position.
- Please place any used tea towels in the used box
- When leaving please ensure the gas is switched off and the hot water is switched off by – pressing the BST button enough times to ensure it displays OFF.
- Please empty the kitchen bin if used and fill the appropriate bins outside the back door.

If you have booked the main hall

- To heat this room press the green button on the box fixed to the wall to the right of the ladies toilets - this provides 1 hour of heating, press again as required if you book for more than 2 hrs.
- Please do not adjust the radiator valves as they are balanced to ensure even heating of the whole room.
- The WiFi code is on the rear wall
- Please return any used tables and chairs to the side walls.

Before leaving the building and locking up

- If you have not booked for cleaning – please leave the building as clean as you found it – cleaning materials/vacuum are located inside the kitchen store room.
- Please ensure the gas is switched off.
- If used please ensure the hot water is displaying OFF on the control box.
- Please ensure all doors are closed (they are fire doors)
- Please ensure all lights are turned off.
- Please report any issues in the “report repairs” book to be found in the kitchen.

In an emergency please phone 07736 960835

Thank you for being considerate and using our community space (the Village Hall committee)