



Chaddleworth Village Hall  
Upper End,  
Chaddleworth,  
Newbury  
RG20 7DY

Registered Charity No. 1055503

Contact:  
**David Jennings**  
(Booking Clerk and Treasurer)  
**07827 309401**  
[chaddleworthhall@gmail.com](mailto:chaddleworthhall@gmail.com)

## Thank you for using Chaddleworth Village Hall.

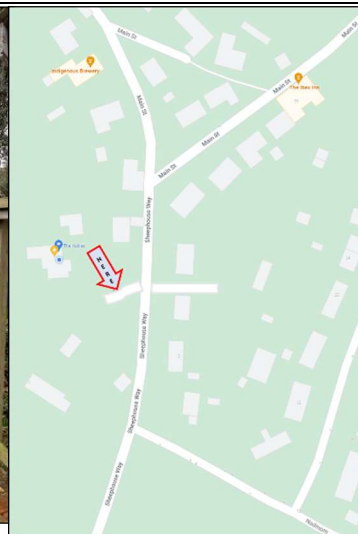
If you have any comments on this guide, please share them with the booking clerk.

### Keys

The two keys are for the car park gate (smaller) and the main door (larger).

**Please lock both** after the hire is complete and return the keys to the **black post box on the right-hand pillar of the gate to The Hollies**. What Three Words location: <https://w3w.co/systems.delivers.sharpness>

If you have any questions or issues, please don't hesitate to contact the booking clerk on the number above and also on the key tag.



### Lights

**Please turn off the lights when leaving the building** - in the main hall, the kitchen, the toilets, the cupboards and in the entrance. Please leave the covered switches as you find them.

It is easy to leave lights on in the toilets, so please check these are off when you leave.

You can use the push-timer button in the entrance hall for some light as you leave.

### Fire

Please see the notice board for the latest Fire Drill instructions.

Please keep the Emergency Exit clear at all times.

### FIRE DRILL

If fire breaks out:

1. Blow whistle or shout to attract attention.
2. Call the Fire Brigade or appoint someone else to do so (unless it can be seen that the fire can be easily extinguished).
3. Direct everyone from the building in an orderly manner by the safest route and assemble in the car park.
4. Check that everyone is out of the building.
5. Leave the building and close the door.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS.  
DO NOT RE-ENTER THE BUILDING  
ASSEMBLY POINT – CAR PARK

### Emergency Lighting

In the event of a power cut, the emergency lights in the hall and at the exit doors will illuminate automatically. Each of these displays a small red or green light to indicate that they are working correctly.

### First Aid

First Aid boxes are located on the shelf in the kitchen along with the Accident Report Book.



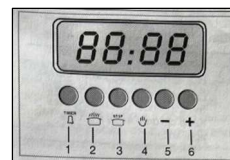
### Hot Water

The hot water taps in the kitchen and bathrooms are fed from the water heater in the lefthand lower kitchen cupboard. Please turn this heater on if you need hot water. **Please turn it off when you leave.**



### Oven

The oven is switched on inside the kitchen cupboard to the right-hand side of the oven. If the oven has been switched off, or if there has been a power cut, the oven clock will flash and the oven will not operate until the clock is set. To do this, press and hold key 1 and key 2 and set the clock with key 5 or key 6.



### Heating

The four infrared heaters are controlled by the two switches to the side of the entrance door – one switch for the left-hand pair, the other for the right-hand pair. Press each button once to switch the heaters on for an hour, press twice for two hours. The heaters will switch off automatically. **Please do not pull the strings on the infrared heaters or adjust the wall heaters in the Hall.**



### Urns

The hot water urns, when full, are heavy. Their taps are close to the work surface and care is needed when drawing off scalding water. The pull-down tap releases water and must be shut off each time. Extreme care must be taken when emptying the urn with scalding water in it.



### Rubbish

The key for the large wheeled bin is in the kitchen on the shelf under the first aid box.

The bin is outside near the entrance door. Spare bin bags are under the kitchen sink.

### Paper Towels

If needed, additional paper towels are located in the kitchen cupboard to the right of the oven. The white, two-pronged key opens the containers.

### Tables and Chairs

The tables and chairs are stored in the end room. **Please put them back in here at the end of your hire.**

The maximum number of persons allowed in the Hall at one time is 65 persons seated with tables and chairs or 100 persons standing without furniture.

### Clean and Tidy

Please leave the Hall clean and tidy after use.

Please check that the Toilet facilities are left clean and that the floor is tidy (it should be swept or if very messy, it should be washed).

**Thank you and go well!**