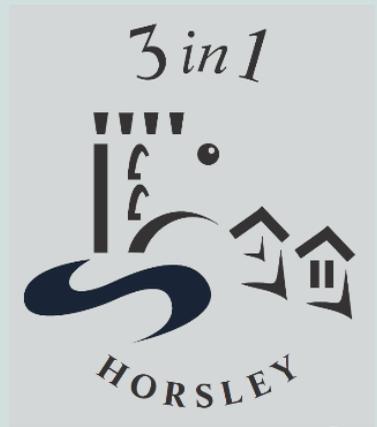




Booklet for users



Contact Numbers:

Churchwarden:
Stan Burrage

01453 832952

Bookings :

Karen Butt 01453 834696

www.horsleyparish.co.uk
Post Code GL6 OPT



Kitchen Inventory:

One hot water urn which is stored under the sink in the kitchen. To operate, fill with water, plug in and switch on. Be sure to set it up in a safe place to avoid spillage and accidents.

Electric hob and Cooker, Dishwasher, Microwave, Fridge, Electric Kettle, Fire blanket, 2 fire extinguishers, 25 white plates and a variety of mixed plates,



40 small plates, 100 cups and saucers, 20 mugs, sink, 30 glass tumblers, 30 wine glasses, 2 glass jugs, 4 large teapots, assorted vases, variety of cutlery, potato peeler, grater, selection of trays, and a coffee jug. Tea towels are usually kept there, but may be being laundered. Instructions of how to operate items found in cupboard to right of light panel. (Approx. numbers)



On leaving...

Have you taken away all your rubbish?

Are the tables and chairs stacked safely in the appropriate cupboards?

Have you swept and mopped the floor?

Are the windows shut and all lights off?

Have you removed your items from the fridge?

Have you left the blinds open?

Please lock the main doors.

Many thanks for all your help in keeping the venue clean and tidy because the way you leave it will be how the next user will find it.

Address for bookings and more information
www.horsleyparish.co.uk

Do come again

Thank you for booking the Horsley 3 in 1 Project

Here are some points which may help your event to run smoothly.



To open the outer wooden door you will need to enter the 5 digit code in roman numerals then turn the code handle and door handle simultaneously and push door open.



Inside: Use key to unlock inner door or hold up key card to panel on right of inner porch which will open door automatically, so just push the door open.

Lights: These are controlled from a labelled panel in the kitchen area to the left of the front door. Please check that the lights are turned off and that all windows and doors are shut when you leave. The lights for the inner and outer porch lights, toilet and disabled toilet go on and off automatically. The drive lights are on a timer.

Electrics: Users are only allowed to use the 13 amp sockets to power items. Do not overload them.

Heating: There is underfloor heating at the venue which is automatically set. However, should you need a heating boost the heating fans may be operated. The controls for the heating boosts are located in the wall cupboard on the left hand side of the kitchen sink. Turn the dial to 1 hour and you will hear it ticking. Please set it for less time than your event runs for as the building retains the heat for sometime afterwards and it is expensive to run these fans unnecessarily.

The organ: Please **DO NOT** use the organ unless you have permission from the church organist. Should you wish to use the piano, please feel free, but refrain from wheeling it across the wooden floor and, although candle lit playing may seem romantic...candles and pianos don't mix so please don't have candles on piano.



Finishing time: If music is going on at the venue during the evening, please keep the outer doors shut. This really helps the sound proofing to the outside. There is a policy that all events should finish at midnight for the consideration of the people who live nearby.



Cleaning: You should find the venue clean and tidy on your arrival. Please make sure it is left this way after use. This means stacking away all the chairs and tables and returning them to the appropriate cupboards. Make sure you clean the kitchen and toilets if used. The mop, large brush, vacuum cleaner and other cleaning equipment is found in the cupboard in the disabled toilet.



Rubbish: Rubbish should be taken away by you promptly, NOT LEFT IN THE church. We do not pay business rates, so the refuse is not collected. These principles enable us to keep down the charge rates .

Should it be necessary to employ a cleaner specifically to clean after your visit, you may lose some or all of your deposit.

Fire alarm: Should the fire alarm sound, please evacuate the building using the fire exits. Assembly point out side main entrance.

We have 10 trestle tables and 120 chairs. They are stored in the cupboards either side of the main floor.



There is a projector and projector screen in front of the bell tower, but to operate it you need to bring your own laptop to plug into the projector. The terminal connections are in the far left hand cupboard.

The projector on/off is operated by a hand remote control housed in the same cupboard.

The screen is raised and lowered manually by push buttons on the far left buttress of the entrance door of the bell tower with the wood/glass partition. The existing laptop and sound system are School property and should not be used.

There is only limited parking for approx 10 outside the church.