

Alpraham and Calveley Village Hall

# Welcome Book

Alpraham and Calveley Village Hall

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Welcome to the Alpraham and Calveley Village Hall. The Trustees hope you enjoy your time in the hall and that our facilities meet your needs. Please do not hesitate to provide feedback via our website if you have questions or suggestions.

Thank you.

Please familiarise yourselves with the information in this book as it provides important guidance and useful information.

## Access to the car park(s)

The barrier is secured by a large pin with a combination padlock



**Unlock Button**

1. Enter the 4 digit code you have been given by pressing the buttons on the lock followed by the 'unlock' button in the lower right corner
2. Pull the hasp to release the lock
3. Store the pin and lock ready for when you leave

On exit, follow the instructions in the opposite order. The lock engages automatically when you push the hasp into place

The overflow car park is now available and, if locked, will be opened in the same way as the main car park. It is located 50 metres away on the opposite side of the access road.

If all the car park spaces are filled, please double park. If still more space is needed, please park with consideration for the residents. Clear access to the houses must be maintained at all times including access for the Emergency Services should it be required.

## **Gaining access to the building**

A set of keys is stored in a key safe attached to the inside face of the left pillar as you approach the front door



1. Open the flap of the key safe by pulling it down from the top
2. Using the pad, press the 'C' key firmly to reset it
3. Using the pad, enter the 4 digit code you have been given pressing the keys firmly
4. Turn the knob to open the safe and remove the bunch of keys
5. The bunch contains 2 keys
6. One key opens the front door
7. The other key opens the three sets of patio doors that open onto the playing field

When you have finished in the hall, please follow the next set of instructions

## **Leaving the building and car park**

Please leave everything ready for the next person to use the hall as follows

1. In the kitchen . . .
  2. Bag up all your rubbish using bin bags provided in the kitchen
  3. The two bins in the kitchen should be also be emptied
  4. Take all the rubbish away with you
  5. Load the dishwasher with any dirty crockery and cutlery
  6. Set the dishwasher going using the instructions provided
  7. Make sure the cooker and microwave are off
  8. Make sure the serving hatch shutter is fully down
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1. In the main hall . . .
  2. Put away all the tables, chairs and sports/games equipment
  3. It all goes in the storage area in the corner of the hall
  4. The tables will 'roll' like a cartwheel but please do this with care
  5. Seven (7) chairs at a time can be moved using one of the two provided trolleys. Please do not move more than 7 at a time for your own safety.
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1. In the meeting room . . .
  2. The rectangular tables and 8 chairs can be left in place. Everything else should be returned to the store in the main hall
  3. Ensure the TV monitor is turned off
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1. Please sweep up and remove any debris from the floors
  2. Check every window is closed and locked
  3. Check all three sets of patio doors are closed and locked
  4. Check all four sets of fire doors are closed and secure
  5. Close all internal doors
  6. Turn of all the lights
  7. Lock the front door
  8. Replace the keys in the key safe
  9. Secure the car parks

Thank you

## **During your time in the hall**

Please note that the playing field is not fenced off. Children must be supervised at all times when outdoors. There may be water in swales at the bottom of the field. There is a path directly to the A51 at the far end of the field. The access road is public and frequently used by local residents.

Please bring your own tea, coffee, milk and sugar. If any is left in the kitchen by previous users, you may help yourself. If you leave any in the kitchen it is assumed that others can use it. However, please do not leave milk in case it goes off.

Please do not stick anything to the walls using Blu-Tac or tape as it often brings the paint off. If you would like to display banners, please run string loops from the curtain rails.

The current WiFi password is on display on the indoor notice board next to the meeting room. Wifi does work outdoors but you need to be close to the building.

The heating is normally turned on before your booking to get the rooms warm for when you arrive. Please let us know if you have any special temperature requirements.

Any accidents should be noted in the Accident & Damage Book. Please ensure the entry is dated. Please email us if you make an entry in the book.  
[acvh.info@aol.com](mailto:acvh.info@aol.com)

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Please sign the Sign In Book and note any comments or suggestions in your entry

There are posters and leaflets on display in the lobby. Please help yourself. Posters and leaflets may be left for community events you wish to promote.

We look forward to seeing you again!

Thank you.