

MELLS TITHE BARN MANAGEMENT COMMITTEE

Registered Charity no. 304581

Bookings Secretary: Helen Leakey
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INSTRUCTIONS FOR BARN EQUIPMENT

Please advise the Bookings Secretary of any damaged or malfunctioning items. This will enable us to fix any problems promptly so that the next hirer can enjoy all the Barn's facilities.

KITCHEN & TOILETS

Hot Water Electric Urn There is an On/Off switch on the urn as well as the wall. Please ensure that water is always covering the element. Once the water has boiled, turn the temperature dial to about 90 deg centigrade to keep the water hot enough for coffee/tea. Please turn off the electricity on the wall, unplug and empty the urn before leaving.

Hot Water Supply to Sinks in Kitchen The switch for the water heater is on the wall to the left of the window. The heater is below the sink. Please do not touch any of the controls on the water heater itself. Please turn off the water heater before leaving.

Hot Water Supply to Sinks and Hand Dryers in Toilets The switches for the water boilers and hand dryers in both of the toilets are adjacent to the boilers/dryers. Please ensure that they are switched off before leaving.

Oven and Hobs The switches for the ovens and hobs are on the wall above the units. Please ensure these switches are turned off before leaving.

Microwave and Kettle Please unplug all appliances before leaving.

TABLES AND CHAIRS

Tables Tables are stored under the stage and should be wiped down after use and replaced under the stage before leaving.

Chairs Chairs are stored on the movable chair racks in the wooden shed in the garden behind the Barn. It is simpler to move the whole rack into the Barn before removing or replacing chairs if most are to be used. Please note that the chairs will only fit onto the racks if they are placed uniformly with the chair backs facing in the same direction and all the same height (i.e. the same crosspiece placed over the arms of the rack). The chairs are fairly robust but, occasionally, rivets can pop or other damage can occur through fair wear and tear. Please leave any chairs found to be damaged to one side for repair. This will avoid repeated use and possible injury. You will not be charged for any accidental damage caused during your hire or damage identified by you when using the chairs.

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LIGHTS & HEATING

Lights & Heating Most of the lights and the radiant heaters in the main Barn are controlled from the bank of switches above the notice board in the hall. There are both spotlights and fluorescent lights on or above the beams and heaters between them. It is sometimes difficult, in daylight, to see if these lights and heaters are on or off but the switches do have red warning lights to indicate when they are on. Leaving these on when you leave the Barn could prove very costly as they may not be discovered for several days if there are no bookings. So please make doubly sure that they are all off when you leave.

Lighting in Entrance Hall/Outside The switches in the entrance hall control the entrance hall light and one of the two outside lights. Both switches should be turned off when leaving. The outside light controlled from the entrance hall is on a time delay so will not switch off until a few minutes after it is switched off. The other outside light is a PIR security light which will be activated by movement. It is powered at all times and does not have a switch. The outside light on the rear door of the Barn is controlled by a switch inside the Barn door. Please leave the sensor switch to "Sens".

Stage Lights and RCD Sockets Stage lights are controlled by separate switches on the stage. There are, in addition, RCD sockets on the stage for hirers to connect sound equipment or additional lighting etc. These sockets have a test facility built into them and you may find these have been activated by previous hirers. To ensure electricity to the socket, push in the black button.

Sound Limiter A sound limiter is fitted high up on the second beam in front of the stage. If noise levels are approaching the maximum levels, the device will flash yellow. It will flash red when the level has been exceeded and this warns you that you have five seconds to reduce noise levels or power will be cut off. If power is cut off all power, with the exception of emergency lighting, will be lost for five minutes. It will then reset.

FUSE BOXES

The fuse boxes and other power devices in the entrance hall are locked to avoid injury and tampering with security equipment. In the rare event of a partial power failure please call out one of the Committee members listed on the emergency numbers list displayed in the entrance hall. Please do not try to force these locks as repair is very expensive and you will be charged accordingly.