

# *Godmersham & Crundale Village Hall*

## **Operating Manual**



Inside this manual are the Terms & Conditions under which we have accepted your booking (see below) details of the hire charges, cancellation policy, deposit policy and everything else you need to know to have a great visit, including instructions for key equipment.

The person making the booking request online will tick a box to confirm that their acceptance of these the terms and conditions, which form the contract between us.

Please have a good read through in advance of using the hall to help make your visit as smooth as possible.

## About Us

There has been a recreation hall on this site since 1933, when the grounds were given by Godmersham Park estate to the Royal British Legion to build a headquarters. In 1938 a vested trust deed was passed, and the trustees today are required to discharge the obligations within, to maintain the hall and grounds for the recreational benefit of the residents of Godmersham and Crundale. The 1933 hall lasted until 1971 when it was replaced, and in turn the 1971 hall was demolished in 2011 and this hall opened in 2013. We hire out our hall and grounds to raise funds for its upkeep and the enhancement of the facilities, as such all profits are reinvested in the hall.

We are registered with the Charity Commission, number 226915.

## Parish Recreation Field

The 5-acre field next to the village hall is owned by Godmersham Parish Council. The upkeep is shared between the Parish Council and the village hall, making this wonderful space available for all to explore and enjoy. Part of the field is kept mown for activities, part is left wild for insects, wildflowers and animals. Paths are kept mown allowing you to explore the area around the outside of the field. Please note the parish field is public and not for exclusive use by clients of the village hall. Please read the green signs at the entrance to the field for conditions, especially dog walking.

## Booking Policy

**Residents** - Godmersham and Crundale Parish residents can book the hall for pretty much any event, subject to the discretion of the booking secretary. Proof of residency may be requested if you are not known to the booking secretary or a trustee.

**Non-residents** - bookings for activities listed below will be accepted at the discretion of the booking secretary.

- Wedding Receptions
- Christenings
- Funeral Wakes
- Seminars, Training Courses, Classes and similar.
- Religious Services
- Community Events
- Corporate Events
- Children's birthday parties (up to age 12 yrs.)

Please be aware that we cannot accept certain specific activities from non-residents in particular parties for teenagers or young adults (13 onwards, 18 or 21 years etc) nor any evening parties which fall outside of the activities listed above.

**We are sorry but there will not be any deviation from the policy.**

## CCTV

The hall and grounds are covered by recorded and remotely monitored HD CCTV. The system is owned and managed by Godmersham and Crundale Village Hall.

## Key Holder / Caretaker

The volunteer trustees undertake key-holder and caretaker duties. The contact number of the key-holder is on the panel above the security alarm by the main entrance. Please report any defects, incidents or emergencies at the hall.

## EMERGENCIES

### First Aid

The first aid box is located in the corner of the kitchen, next to the dishwashers.

### AED—Automatic External Defibrillator

We have an AED on site, located outside of the main entrance. Please report use to the key holder.

### Fire & Fire Alarm

**Prevention is better than cure** - strictly, no smoking, smoke machines, naked flames, candles, gas canisters or fireworks in the building or near the building. (See separate instructions for outside).

The fire alarm control panel is located in the main entrance lobby. The hirer or responsible person must familiarise themselves with the guidelines noted here. In the event of the fire alarm sounding;

All persons must be evacuated from the hall - check all rooms in case there are people in the toilets or meeting rooms etc.

- Investigate - any signs of smoke or fire, if there are - dial 999 and ask for the fire brigade.
- Report the incident immediately to the keyholder - number next to the fire panel.
- If safe to do so, tackle the fire, there are fire extinguishers in most areas of the hall.
- The keyholder will arrange for one of our trustees to attend.
- Instructions for resetting the alarm are next to the fire panel, as are the keys required to do so.

### Hospital – Accident & Emergency

The nearest Accident and Emergency Unit is at.

**William Harvey Hospital  
Kennington Road,  
Ashford, Kent. TN24 0LZ.**

### Emergency – Police, Fire and Ambulance - Dial 999 immediately.

The address of the hall is.

**Godmersham and Crundale Village Hall  
Canterbury Road,  
Godmersham, Kent. CT4 7DR**

**What Three Words - [///insects.frocks.surnames](#)**

## Bookings

The facility can be booked in blocks of 30 minutes or more from 7am to midnight. Licensable activities cannot be undertaken for all of this time, please read the licensable activities section below. All activities must cease at 11pm and site vacated by midnight.

## Responsible Person

The trustees require that hirers nominate at least one **'responsible person'** for the duration of the booking. This person must be a minimum of 25 years of age. They are responsible for security, fire safety and the health and safety of hall users. The person named on the hire document is liable for any damage or loss to the hall & grounds during the hire period. The Responsible Person must ensure that;

- Licensing conditions in this document are adhered to.
- There is no noise, loud music or anti-social behaviour.
- That the hall and grounds are left clean and safe condition.
- Be aware of the emergency exits (shown by green signs) and take action if needed to evacuate children and mobility impaired attendees in the event of an emergency.

## Decorating the hall

There are several hooks around the main hall for you to attach bunting etc. **Please do not attach anything to the walls, doors or any other part of the hall.** All decorations must be removed before leaving the hall. The responsible person should consider the fire risk of any decorations, especially with reference to wall hangings and drapes which should be of fire-resistant material.

**Please do not use Sellotape, bluetack or glue anywhere in the hall.**

## Wi-Fi

The hall has fibre ultrafast Wi-Fi and is free for hirers to use. You can connect directly to the Wi-Fi or by using the wall mounted data ports in certain areas, please bring your own Ethernet cables. Access is unrestricted, it is the hirers responsibility to moderate the content their guests are accessing, particularly minors. The Wi-Fi can be joined by using the **QR code** or manually entering the details, these are on the wall next in the entrance lobby.

## Smoking & Vaping

Smoking and vaping are prohibited inside any part the hall. All smokers are requested to use the designated smoking point at the corner of the building nearest to the entrance gates. Please dispose of cigarette ends safely in the bins provided. Please do not throw them on the ground.

## Animals

Animals of all kinds are prohibited from the hall. Dogs must be kept outside, and any mess must be cleared up by the owner. It is forbidden to place dog waste in the hall bins. Hall users must comply with the instructions on the green signs in the car park and field areas. All dog waste must be taken home. Be aware that there is often sheep and livestock in adjacent fields.

## Winter Weather

Whilst the trustees will try to provide safe access to the hall, in the event of snowfall or icy conditions it will endeavour to clear a pathway from the main entrance to the edge of the car park, including the disabled car parking spaces. No other areas will be cleared, and caution is advised to all hall users in adverse weather conditions. The trustees reserve the right to close the hall should conditions be deemed to be too hazardous.

## Car Parking

There is ample parking for normal hall use. There is an overflow car park which is usually kept locked, if you need to park 30 or more vehicles, please contact the bookings secretary in advance. All vehicles are parked at the owner's risk. The trustees cannot be held responsible for any loss of or from a vehicle parked in our car park or the overflow car park. There are **two EV chargers** provided by **Connected Kerb**, please note these are for hall users and members of the general public so please keep the two bays clear at all times.

## Noise Abatement

We need to maintain good relations with our neighbours and therefore ask that all users of the hall arrive and leave as quietly as possible. The responsible person is asked to ensure that there is no undue noise or disruption outside the hall, especially next to the neighbours, or late at night. Please keep the main doors closed and read the licensable activities and security deposit section later in the manual.

## Hire Fees

Details of our hire rates for residents and non-residents are below. Residents of Godmersham Parish and Crundale Parish are eligible for a reduced rate, proof of residency may be requested if you are not known to the booking's secretary. Hire fees will be reviewed annually and applicable from 1<sup>st</sup> April for new bookings made after that date.

### Non - Residents

Standard Hourly fee £20.00 per hour / £10.00 per half hour.

Friday & Saturday nights (after 6pm) £25.00 per hour.

### Residents

Standard Hourly fee £13.00 per hour / £6.50 per half hour.

### Wedding Reception Fee

**£890** - full occupancy of the hall from Friday 6pm thru to midday Sunday and unlimited use of all equipment and facilities.

### Sundries

Hire of the Stage - £30 (includes putting up and packing away)

Hire of the BBQ - £65 (includes pro cleaning after your booking)

## Payment & Cancellations

- Once the booking is confirmed, an invoice for the security deposit (see below) and hire fee will be sent to you, payable no later than four weeks prior to the date of your booking. Payment is preferred by bank transfer but other methods with agreement with the booking's secretary.

If you require to cancel your booking, the following charges will apply:

- More than 4 weeks' notice – no charges and full refund.
- Less than 4 weeks' notice – full refund of the hire charge but the full security deposit will be forfeited.

## Security Deposit

The trustees endeavour to provide a Hall that is clean and tidy for all users and at as reasonable a cost that we can. To protect us, we require that the Terms & Conditions set out here must be adhered to by all who use the hall.

- Residents' security deposit: £100.00
- Non-residents security deposit: £150.00

Once the hall, grounds and equipment have been checked after your booking, the security deposit will be refunded to you by BACS transfer within seven working days after the booking.

If, however, one of the issues noted below occurs, then the full security deposit will be automatically retained to cover our costs, extra charges for cleaning, tidying of the hall or grounds or replacement of small items, as deemed appropriate and proportionate by the trustees.

- Items of hall property are found to be missing, broken or damaged.
- Complaints on the day or night of the booking related to excessive noise outside.
- Reported anti-social behaviour in the grounds or local area.
- Trespass in neighbouring properties.
- Any incident occurs that requires the police to attend.
- Licensable activities do not cease promptly at 23:00hrs.
- A trustee key-holder is called to attend during the booking in relation to one of the above.

The cost of the replacement of missing, broken or damaged items that will cost more than the security deposit to replace will be billed to the hirer, but we will contact hirer before any action is taken.

You will be asked to confirm that you have read, understood and agree to apply these terms and conditions as part of the booking process.

## Licensable Activities

### Sale of Alcohol

The hall is not licensed for the sale of alcohol. If you wish to sell alcohol to the public at your event, the appropriate license - Temporary Event Notice - must be obtained by the hirer, in advance, from Ashford Borough Council. Please note there are strict time requirements for applying for the notice.

The trustees reserve the right to decline the licence request. A copy of the licence must be sent to the booking's secretary before your event. Strictly no licence, no sale of alcohol. It is the hirers responsibility to ensure that the Licensing Conditions, as required by Law, are met.

### Non sale of Alcohol

If you are giving alcohol to guests as part of a wedding reception or meal, then no licence is required.

### Events, Film and Music

We are licensed for the performance of plays, indoor sports events, live music, recorded music, performance of dance, other entertainment, facilities for making music, facilities for dancing, and general entertainment facilities **inside the main hall only**. **The use of loudhailers, speakers or Tannoy systems outside, or in marquees, is not permitted.**

### Licensable Activity Times

We are licensed for the above activities between 7.00am and 11.00pm only. The final hour, 11.00pm to Midnight is for cleaning up, all persons must be off site before midnight.

The playing of recorded and live music, which must be played inside the hall only, not outside, **must strictly cease at 11.00pm.**

If your event is a wedding reception, we suggest the 'last dance' starts no later than 10.00pm and all guests leave at 11.00pm, leaving you one hour to secure all doors and windows, lock up and depart.

## Indemnity & Insurance

The village hall insurances do not cover hirers' own individual activities. Groups or persons using the hall do so at their own risk. Organised groups using the hall are expected to arrange their own insurance cover; evidence of this fact may be requested. The village hall is insured against any claims arising out of its own negligence.

The trustees are not responsible for the loss, theft or damage to hirers property whilst on hall premises, or the parish field.

## Fireworks, Fire & BBQ's

**Igniting fireworks or the lighting of fires is strictly forbidden.**

We have a large BBQ available outside, hire of which can be arranged through the booking secretary, the hire fee allows us to have it professionally cleaned the next day.

Hog roasts are permitted, and must be attended at all times, must not be lit on the ground and the bookings secretary must be notified in advance.

**Due to the proximity of neighbouring property, together with livestock / horses in the fields, fireworks are prohibited except on New Year's Eve.**

**Please advise us in advance in you wish to use fireworks on this date.**

## Lighting

### Outside

The lights around the exterior of the hall and in the car park are automatic.

### Inside

The lights in the entrance lobby, corridor and the toilets are automatic. The lights in the meeting room, storeroom and kitchen are on / off switch operated. The lights in the main hall can be adjusted to suit your needs. The lights are in three rows, and each is controlled by its own switch. If you press and hold the switch, the lights will go from off, through to full brightness, simply release at the desired brightness level.

Please turn off all user operated lights at the end of your visit.

## Heating and Ventilation

The building has underfloor heating throughout and the temperature cannot be changed by users. The temperature is set at 20 degrees. If you find this is too warm, you can ventilate the hall by opening one or more of the external doors.

## Rubbish and Recycling

There are no waste collection facilities at the hall, all waste and recycling must be taken away at the end of your hire. We do supply a limited number of black rubbish sacks; these can be found in the kitchen.

## Cleaning and Putting Away

The hall has contract cleaners visit twice weekly, and this keeps things neat and tidy. However, it is the hirer's responsibility to leave all areas of the hall clean, tidy and ready for the next hirer, at the end your booking.

We have provided some cleaning materials in the cupboard located in the meeting room.

If there are dirt, dust, litter or marks on the floor at the end of your visit, please use some blue roll and anti-bacterial cleaner to spot clean any marks on the floor, and a vacuum or dustpan the clean up the dirt etc. There is no need to mop the entire building, but we'd appreciate a sweep or Hoover up.

- All kitchen items, crockery, cutlery etc washed up, put away & the kitchen wiped over.
- All rubbish, recycling and food waste must be taken away with you.
- Wipe all tables and put them in the trolley in the storeroom.
- Stack the red cloth chairs in stacks of no more than 10, neatly back in the storeroom.
- Stack the grey chairs on their trolley and place back in the storeroom.

The keyholder will try and visit between bookings, if possible, to ensure all is in order.

## Ready to Go

Double check that;

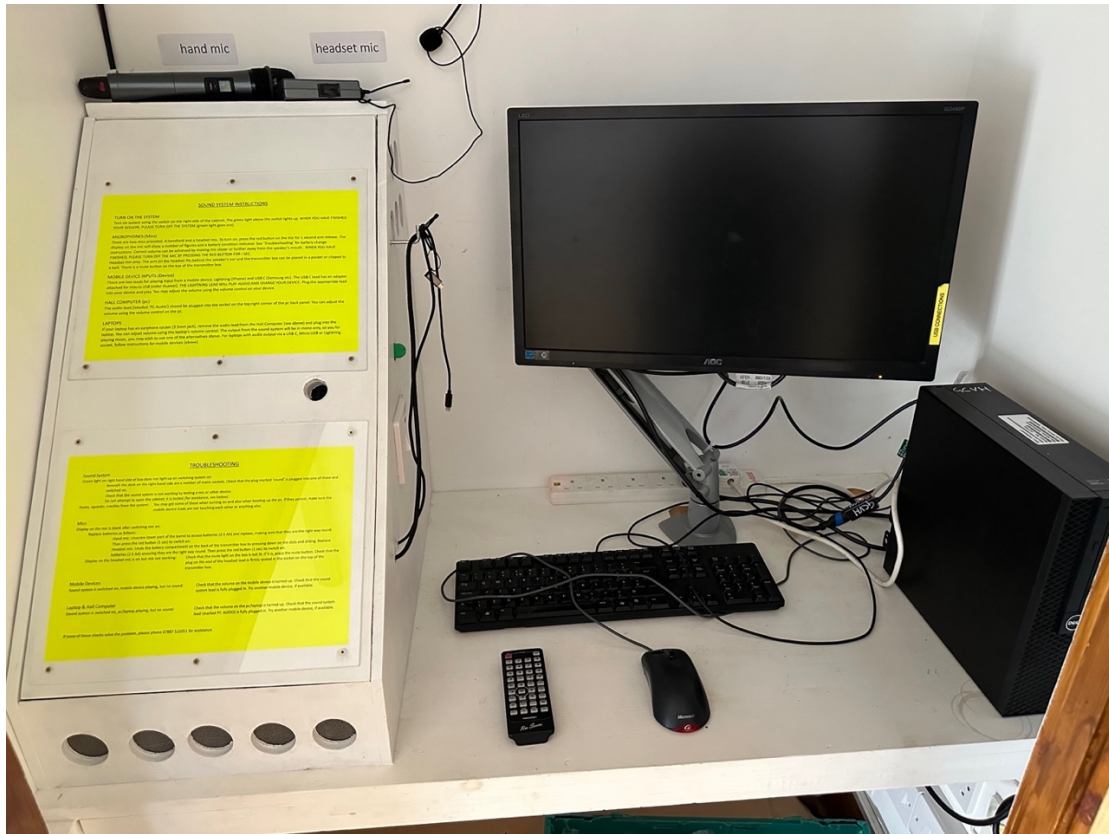
- Everyone has left the building.
- Everything you have used is turned off and / or put away.
- There are no taps left running.
- Check that all windows are closed.
- Check that all doors are closed.
- Please close all the curtains.

To lock up, reverse the entry process, enter the alarm code again, the screen will say "welcome back master, do you wish to enable the alarm", select yes, and again you have 10 seconds to close and lock the door. Replace the keys in the safe, ensuring the door is securely closed and upon exiting the car park, please close and secure the entrance gate.

## After Your Visit

The caretaker or trustee volunteer will visit the hall after each booking to carry out an inventory and cleanliness check.

## Media Equipment



On the next few pages are the instructions on how to use the various pieces of media equipment available to you; please read through carefully before you arrive at the hall.

To use the projector, you must use the PC provided at the hall, so please bring your presentation on a DVD or memory stick etc.

All sound and vision equipment is located in the main hall, where it allows you to play music, play film or presentations on the projector and use the disco lights. Most of the equipment is located in the media cupboard, in the corner of the main hall.

Within the cupboard are;

- Personal Computer
- Soundsystem (Inside white box)
- Microphones
- Video conferencing system
- Projector remote

The equipment is very simple to use if you follow the instructions. Firstly, ensure the power to all the devices is on, all are powered by the sockets under the shelf on the right-hand side.

Using the equipment available to you, you can play a CD or DVD, stream film or music, use Zoom or Teams etc via the PC, or for music, you just use your own portable device by simply connecting it to the Soundsystem via Bluetooth.

## Sound system

### Turning on the equipment

Turn on system using the switch on the right side of the cabinet. The green light above the switch lights up. Sound will be played through the hearing aid loop as well as the loudspeakers.

**When you have finished with the equipment, please turn off** (green light goes out).

### Microphones (Mics)

**Headset Mic:** To turn on, press the red button on the mic for 1 second and release. The display on the mic will show a number of figures and a battery condition indicator. See 'Troubleshooting' for battery change instructions. Correct volume can be achieved by moving mic closer or further away from the speaker's mouth.

**The headset fits round the back of the neck, with the mic coming around the right-hand side of the head and the loops over the ears.**

The transmitter box can be placed in a pocket or clipped to a belt. There is a mute button on the top of the transmitter box.

**Do not try to speak directly into the end of the mic.** It will be badly distorted.

**When you have finished, please turn off the Mic by pressing the red button for 1 second.**

**Hand Mic:** On/Off switch on the end of the mic. If the red light next to the switch does not come on, try a new battery – see 'troubleshooting'. **Please turn off when you have finished.** There is a mic stand in a box below the bench.

### Mobile devices and Bluetooth connection

The system has a **Bluetooth** receiver through which you can play audio from a mobile device. The receiver is controlled through the large round black button.

When you turn on the PA system, the button will flash blue for a short period before flashing red/blue. Go to Bluetooth in your device's settings and connect with BO6S+.

There will be a 'beep' from the system and the button goes to constant blue. You are now connected. Adjust the volume on your device as required. If the button shows constant blue when you first turn the system on, you are already connected from a previous session. Alternatively, another device is in range in which case, see Troubleshooting below.

### Personal Computer (PC)

The audio lead (labelled 'PC Audio') should be plugged into the socket on the top right corner of the pc back panel. You can adjust the volume using the volume control on the pc.

## Laptops

If your laptop has an earphone socket (3.5mm jack), remove the audio lead from the Hall Computer (see above) and plug into the laptop. You can adjust volume using the laptop's volume control. The output from the sound system will be in mono only, so you for playing music, you may wish to use one of the alternatives above. For laptops with audio output via a USB C, Micro USB or Lightning socket, follow instructions for mobile devices (above).

## Troubleshooting

### Sound System

Green light on right hand side of box does not light up on switching system on:

Beneath the desk on the right-hand side are a number of mains sockets.  
Check that the plug marked 'sound' is plugged into one of these and switched on.  
Check that the sound system is not working by testing a mic or other device.  
Do not attempt to open the cabinet; it is locked (for assistance, see below).

Hums, squeaks, crackles from the system:

You may get some of these when turning on and also when booting up the pc. If there is someone in the hall who has previously paired their mobile device to the system, you may get interference from that. If so see 'Bluetooth receiver not connecting' below.

### Mics

Display on the mic is blank after switching mic on:

Replace batteries as follows:

Hand mic: Turn the collar below the mic bulb so that it no longer lines up. Then withdraw the sleeve below this to expose the battery compartment. Fit another 9v battery ensuring that it is the right way round (+ to +)  
Headset mic: Undo the battery compartment on the back of the transmitter box by pressing down on the dots and sliding. Replace batteries (2 X AA) ensuring they are the right way round. Then press the red button (1 sec) to switch on.

Display on the headset mic is on but mic not working:

Check that the mute light on the box is not lit. If it is, press the mute button. Check that the plug on the end of the headset lead is firmly seated in the socket on the top of the transmitter box.

### Mobile Device Bluetooth Connection

Sound system is switched on, mobile device playing, but no sound:

Check that the volume on the mobile device is turned up.

Bluetooth receiver not connecting – Reset:

Press the Bluetooth button for 10 seconds. Light will flash blue/red accompanied by a two-tone beep. Light will then flash briefly purple accompanied by a lower tone beep. The receiver is now reset and all previous Bluetooth pairings have been 'forgotten'. Connect your device as per the connection instructions above.

## Laptop & Hall Computer

Sound system is switched on, pc/laptop playing, but no sound:  
Check that the volume on the pc/laptop is turned up. Check that the sound system lead (marked PC AUDIO) is fully plugged in. Try another mobile device, if available.

If none of these checks solve the problem, please phone 07887 521051 for assistance.

## Personal Computer

The PC is a basic windows machine that everyone will be familiar with. Turn on the PC and it will boot up in a few moments. Audio is set to play via the Soundsystem and large speakers. Internet access is gained by clicking the google chrome or explorer icons, the machine is hard wired to our superfast broadband. To play a CD or DVD—simply press the button to open the tray, insert the disc and it should auto play—if not, use the start menu and search for the disc.

If you need to use the projector – see instructions below.

If you need to use the video conferencing (Zoom / Teams) – see instructions below.

If playing audio, ensure the volume is turned up on the PC, See above.

## Disco & Mood Lighting

Two sets of lights are located in the main hall. The lights are switched on using the switches on the wall, please use the ladder to reach them. The lights are set up to cater for dancing in front of the large window at the far end of the hall. If you have a live band, ask them to set up in the corner to allow enough room for dancing. The Disco lights are set to flash multi-coloured and react to the beat of the music being played. The Mood lights are set to warm purple and will set off a warm glow on the ceiling at the opposite end of the hall.



## The Projector

The projector allows you to display on the large screen online sites such as Teams, Zoom, streamed TV, YouTube, Netflix, web pages or any file you bring on a DVD or flash drive etc. It is set up to be plug and play, once running, whatever is displayed on the PC monitor will be projected onto the screen. To use the projector, please follow the steps below in order.

### Step 1

Turn on the PC and if you need audio, the Sound system as well, as described above.

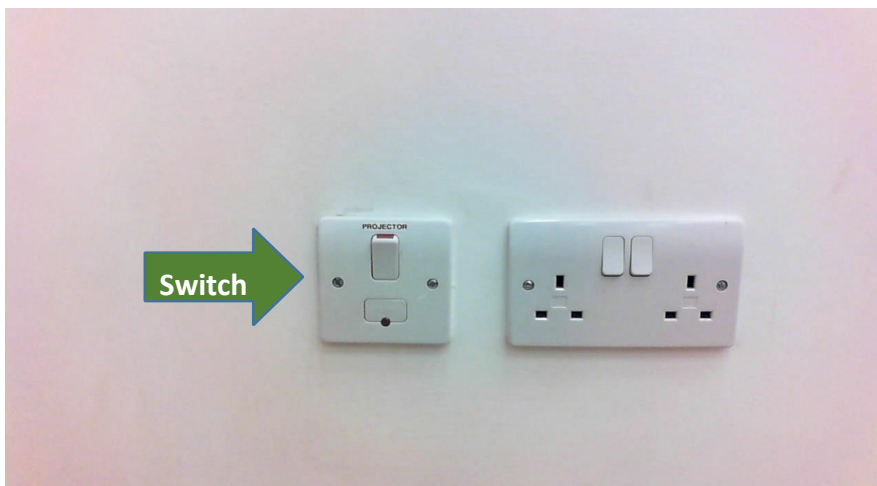
### Step 2

The screen is electrically operated via the switches on the side of the IT cupboard, simply, up, down or stop. There is no need to interact at all with the screen - please ensure nobody touches it.



### Step 3

Switch “on” the switch marked “Projector” located in the corner of the hall to the left of the double doors as you come in from outside, i.e., the opposite end to the projector screen.



### Step 4

The projector is mounted on the ceiling. You will not need to touch this at all. Please resist any urge to get the step ladder out and to start poking it!!



### Step 5

Point the remote-control lives in the media cupboard – point at the projector and press the “ON” button.



The green light on the underside of the projector will flash for 10-15 seconds and finally turn solid and the bulb will come on. You should see the PC desktop projected onto the screen. Use the PC as you would normally and whatever you see on the PC monitor is also being projected. Ensure to maximise the screen display.

## Step 6

To turn it all off,

- Stop whatever you have running on the PC and shut it down normally.
- Turn off the Soundboard.
- Grab the projector remote and point it to the underside of the projector, the green light will flash, the bulb cooling fan will start up, as will a countdown timer which will be displayed on the screen. Once this has reached zero, you can turn the projector switch off again at the far end of the hall.
- Put the projector remote back in the media cupboard.

## Microphones

There are two types available, a lapel mike and a handheld. Both operate via the Soundsystem so make sure this is on and the volume is turned sufficiently up. Please ensure to turn the mikes off.



## Video Conferencing (Zoom / Teams)

The video conferencing equipment is very simply, plug and play. You will need to use a table to place the spider phone unit and camera, it reaches to just in front of the overhead projector.

There are three pieces of equipment.

- Long cable with plug and USB connections
- Spider phone
- Camera and tripod



## Set Up

Place a table roughly in the right position, use the long cable to check this.

- Take the plug end of the long cable and plug into one of the sockets behind the monitor on the shelf and insert the USB into one of the ports on the front of the PC.
- Place the spider phone unit, and camera / tripod on the table.
- Plug in the USB cable from the camera (check the privacy slider is not across the lens)
- Plug the spider phone plug into the socket on the end of the long cable.
- Plug in the USB cable from the spider phone
- The spider phone will turn on, if it does not, press the on button.
- The audio will play via the Soundsystem, make sure it is turned on check volume.
- The visual will play via the projector.
- **Ensure nobody walks over and trips on the cables, use a chair to block the area off.**

You will need to log in to services such as Zoom / Teams etc using your own accounts.

## Media - When you have finished:

Please shut everything down and turn it all off. If you have any trouble with the media equipment, please let the booking secretary know, it is easier for us to test in the condition you leave it rather than getting a call from the next hirer.

## The Kitchen

The kitchen has some great features including;

- Two catering size refrigerators.
- Three under counter bottle coolers.
- One small domestic freezer.
- One Industrial dishwasher.
- One domestic dishwasher.
- Two ovens.
- Large induction hob.
- Quooker hot tap.
- Small microwave

All of the equipment is normally turned off except for the fridges and freezer.

## The Quooker

### Instant, Continuous Boiling Water

The Quooker unit is located under the sink in the kitchen, simply open the cupboard door, and touch your hand on the top of the flask unit. A red light indicates that the unit is on. Boiling hot water is dispensed from the tap above. Note that it takes a few minutes for the water to get to the boil, much like a kettle. Please turn the unit off at the end of your visit.



## The Industrial Dishwasher

This catering grade dishwasher is capable of washing a full try load and around 90 seconds. It takes some time to get up to temperature. Or advice is, if all of your items will fit into the domestic dishwasher, to use that. If catering for a large event, then you will need the industrial machine.

### Step 1

As soon as you arrive in the hall switch on the power supply at the wall behind the dishwasher. The red light will go on.

It takes about 20 minutes for the dishwasher to fill and heat up so important to get this and steps 2 and 3 below done as soon as possible so it is ready and waiting for you.



### Step 2

Press the "ON" button on the front panel and three green dashes will come up on the display.



### Step 3

On the right-hand side of the panel, you will see a block of three red lights which will change to green as the dishwasher sets itself up. The block of lights on the left will change from orange to green as the dishwasher heats up. Once you have two sets of green lights you are good to go!



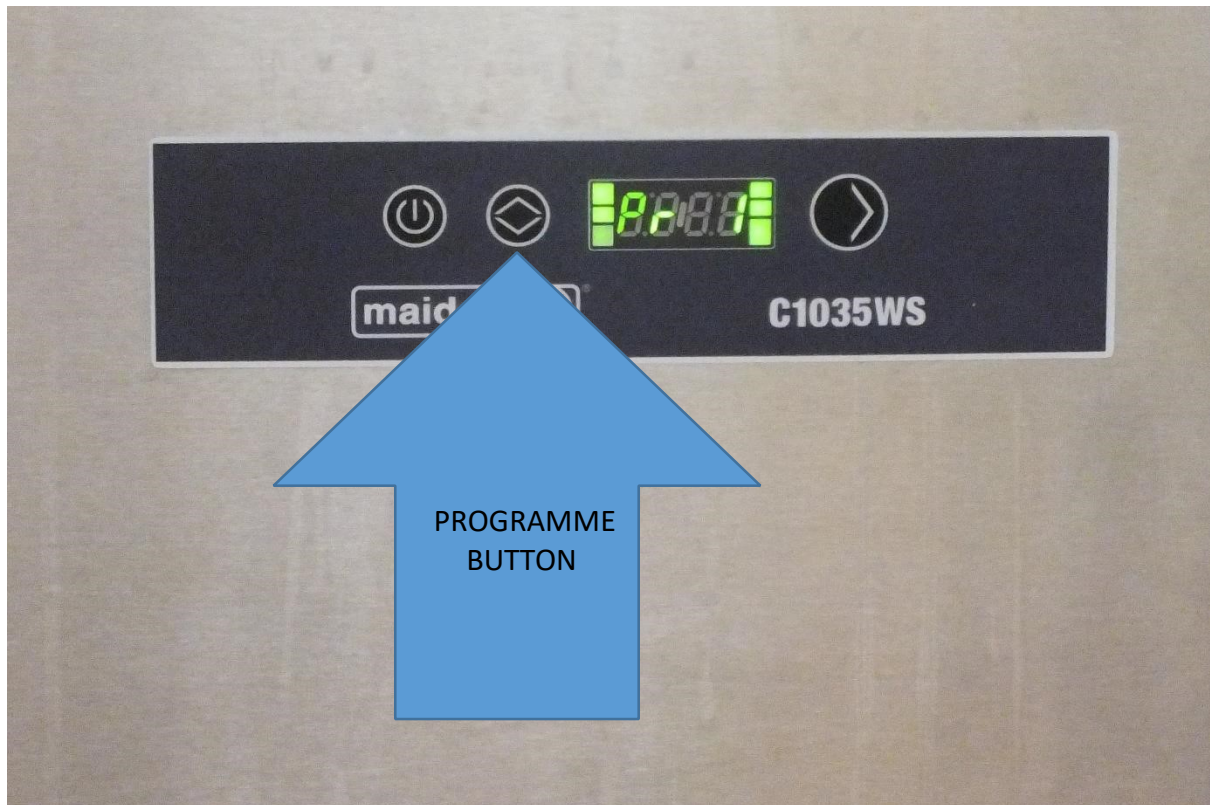
### Step 4

Load your tray with plates, cups cutlery etc. Give them a rinse beforehand with the spray attachment in the sink if they are heavily soiled. Slide the tray across from the sink so it sits on top.



### Step 5

Press the programme button to select the wash you require. "Pr 1" does for most things.



### Step 6

Pull the hood down so the dishwasher is closed. It will start automatically. After a couple of minutes, the cycle will be finished, and you will get the "END" message come up.



## Step 7

Raise the handle and pull the tray to the left to finish drying. You can now load another tray, pull the handle down and away it goes!



## Step 8

Once you have finished washing up, select the “DR” programme on the programme button and close the hood. This will empty all the water. Once this has finished (about three minutes) press the “ON” button at Step 2 just once so that it switches off and switch off at the wall behind the dishwasher.

### The Domestic Dishwasher

You will be familiar with the operation of this, load up as you would at home, select the program on the front of the device and press start. The door will open automatically once the wash has finished to allow the contents to air dry. Washer tablets will be located in a pot on top of the machine. We’d appreciate it if you could put away any dry items from a previous hirer if needed.



## Induction Hob

Note only magnetic pans will work, copper, glass or aluminium will not work. If you are using caterers for your event, please advise them in advance.

### Step 1

Switch on at the wall.



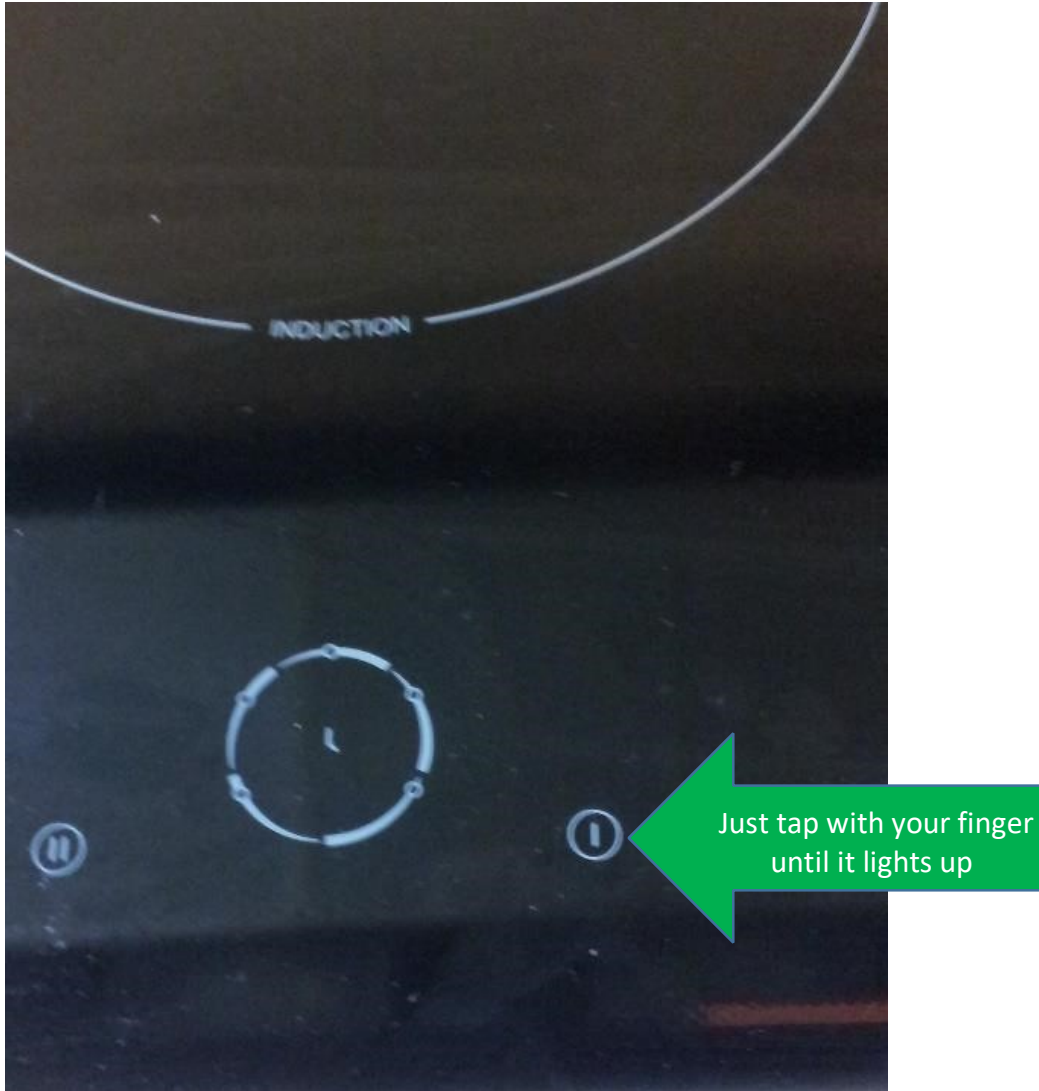
### Step 2

Select the pans you need from the cupboard.



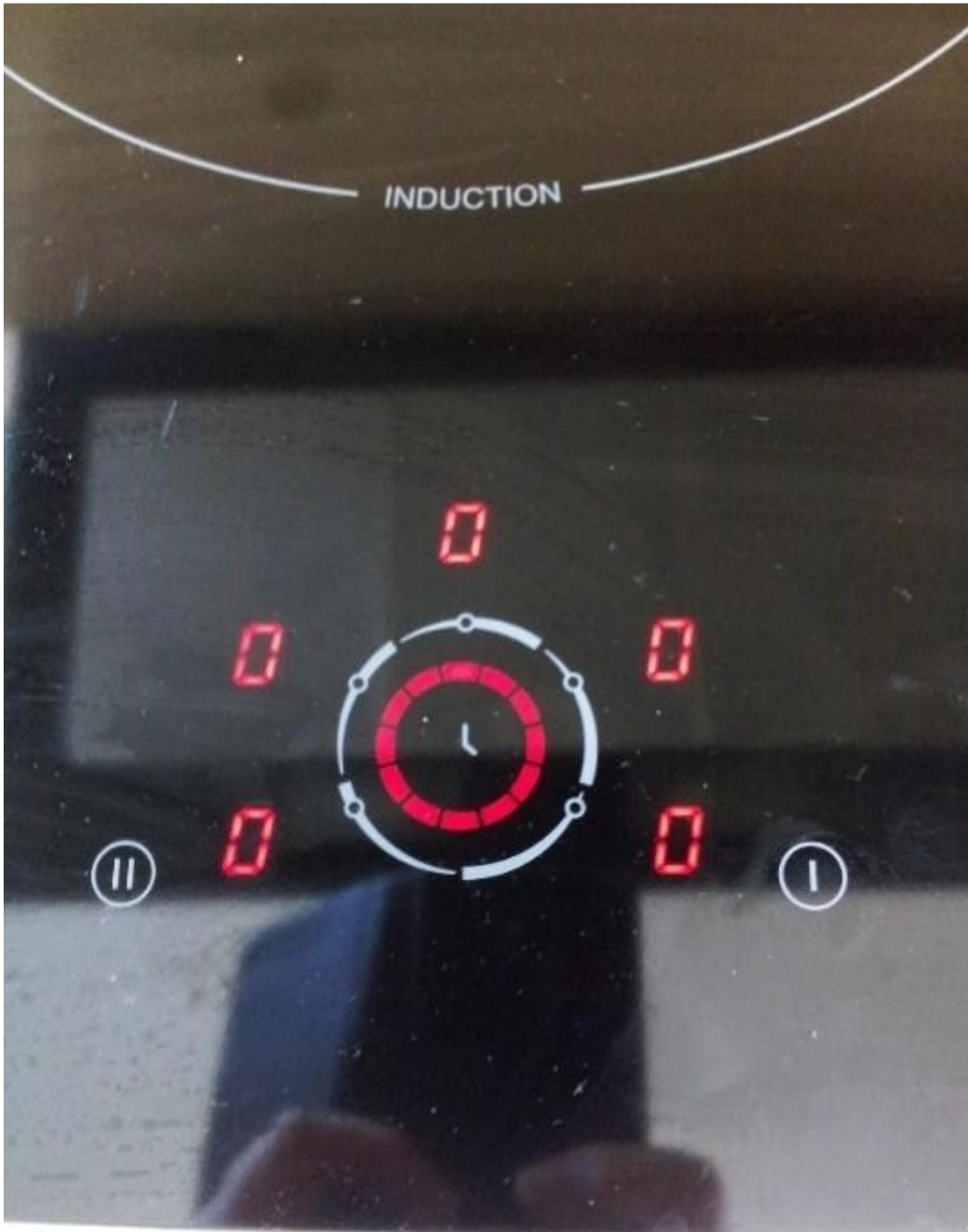
### Step 3

Press the "Power" button on the panel.



#### Step 4

Five circles will light up which correspond to the rings on the hob, these are in fact “zero’s” and represent the current power setting for each ring.



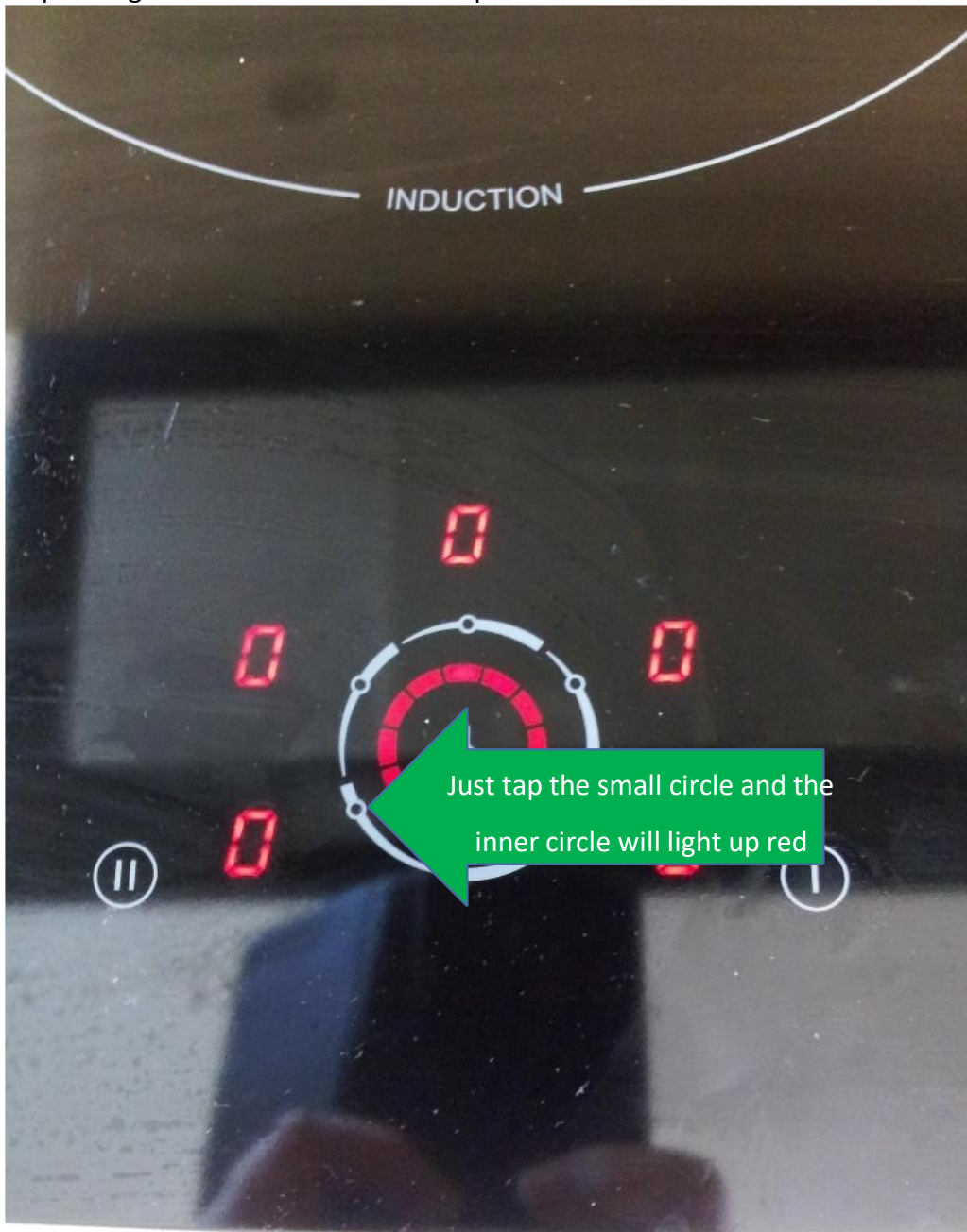
Step 5

Place your pan on the ring of your choice:



Step 6

Tap the corresponding small circle on the control panel



## Step 7

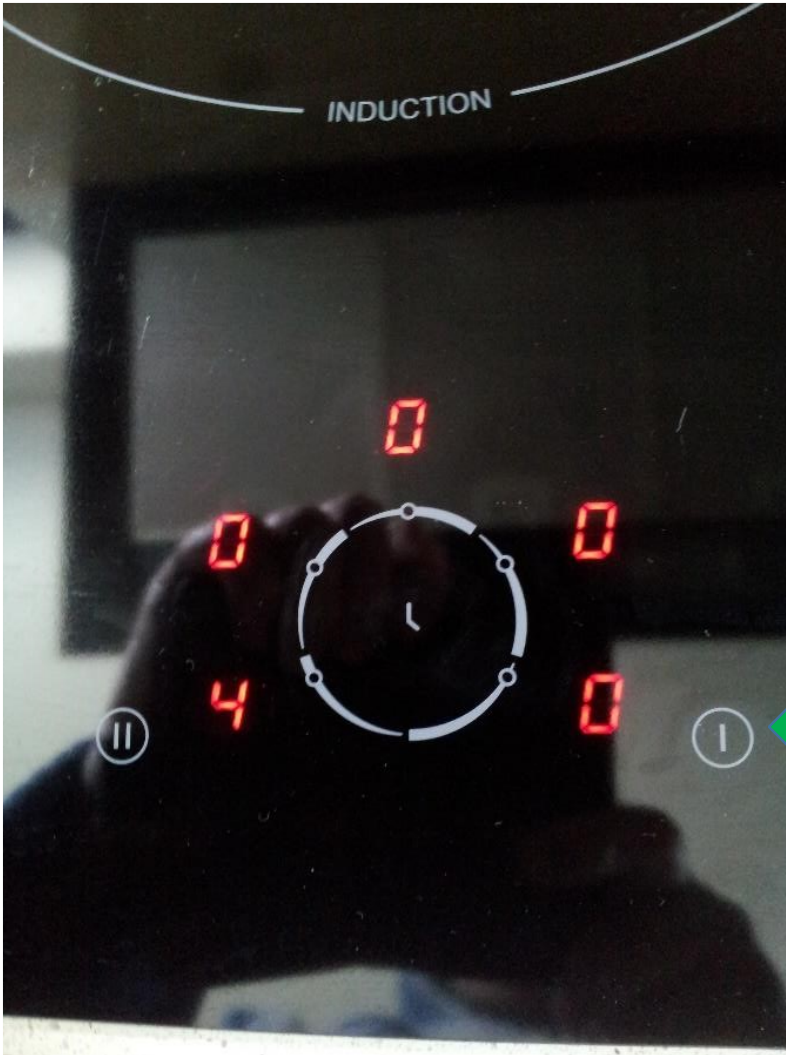
Keeping your finger on the red circle, slide round the circle until the strength comes up that you want. "0" is "off" through to "9" which is the hottest.



The saucepan will now cook away. If you want to turn up or turn down the heat, press the small circle which corresponds with your ring. The circle will light up red, now slide your finger around the circle until you have the setting you want.

## Step 8

When you have finished tap the “Power” button and the hob will turn off.



Tap here and all the lights will go off

## Step 9

Switch off at the wall.

### Hints and Tips

Only magnetic pans (steel or iron) will work on the induction hob.

If you have several saucepans on the go and want to turn off just one, tap the corresponding circle and reduce power to 'zero', otherwise you'll turn all the others off at the same time, as it step 8.

The full instruction manual is in the drawer if you need it.