

Hunsonby Community Centre

Hunsonby | Little Salkeld | Winskill

Community Centre Operating Manual

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Version 1.0

Date of issue: April 2021

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Quick Start Guide

Thank you for hiring our Community Centre, we sincerely hope you love it as much as we do and that you have a great event. To help you we have created a quick guide to get you started and to help you have a great time.



Make yourself familiar with the emergency exits. In the case of a fire please call 999 and one of the contacts below



Please do not move the room divider and do not let children play with it



The kitchen shutter will automatically close if the fire alarm sounds. Please avoid putting anything on it and don't let children play near it



Tables and chairs are in the storeroom, please make sure when you leave the Centre, they are all neatly put away



Most lights work automatically including the ones in the toilet, but there are light switches in both halls



If you are using the large kitchen, please read the separate guide which is in the kitchen. The small kitchen has a small preparation area.



If you want it to be warmer increase the fan speed on each radiator from | to ||



Please do not stick anything on the walls



All toilets are accessible, if the alarm sounds the door can be opened from the outside. If this happens, please let someone on the list below know so the alarm can be reset



We provide you all the cleaning materials you need to leave the Centre as you found it



Smoking and vaping are not allowed in our Community Centre



Please make sure you complete the visitors' book, switch off the lights in the hall and lock the external doors when you have finished

Emergency Contacts

Sally: 07815 053874 Rachel: 07950 220208
Bryan: 07802 950222 Julie: 07787 162390
Becci: 07724 430503 Fran: 07784 026269

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End of Hire Rules

Thank you for hiring our Community Centre, we sincerely hope you love it as much as we do and that you have a great event. In order to get back your deposit we ask that you leave the centre as you found it and do the following:

- Ensure that all rubbish has been placed in the provided refuse bag, tied and placed outside in the bin.
- Clean, dry and put away all cutlery and crockery you have used.
- Leave on the kitchen work surface any items that have been damaged.
- Ensure the floors are swept and any spills have been cleared away.
- Put any tables and chairs you have used neatly and safely back into the store room or stacked where they were when you first entered the hall.
- Ensure any windows you have opened are closed.
- If you have used the cooker or hob please ensure both are cleaned.
- If you have used the fridge or freezer please ensure it is emptied on you leaving.
- Please take away any decorations you have used and ensure that nothing has been stuck to the wall using blue-tac or cellotape.
- Check the toilet areas and use the cleaning materials provided to ensure they are left clean and rubbish free.
- Put away any cleaning materials you have used.
- Switch off any lights you have switched on and lock all external doors.

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Centre Set Up



8 Folding Tables 1830mm x
760mm
2 Folding Tables 915mm x
760mm



58 original chairs
64 new chairs

Set Up Options Main Hall

1. 6 large tables seating 6 adults or 8 children total 36/48
2. 8 large tables with ends against walls seating 5 adults or 8 children total 40/64
3. Theatre Style up to 9 rows of 7 chairs allowing for one aisle total 63

Set Up Options Small Hall

1. 4 large tables seating 6 adults or 8 children total 24/32

Furniture should be stored in the storeroom and a trolley is available to use

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Equipment List

Main Hall

Tables and chairs

Small Hall

Tables and chairs

Small Hall/kitchen preparation

Kettle

Mugs

Spoons

Toilets

Plastic bins x 3

Toilet wipes x 3

Toilet cleaner x 3

Toilet rolls x 18

Toilet brushes x 3

Need to obtain

Toilet roll holders (3)

Paper towel dispenser for kitchen

Bin under sink

Thermometer

Clock

Mirrors for toilets

Baby Changer

Nappy disposal

Sanitary waste disposal

Cleaning Supplies

Cleaning materials

Paper towels

Bin liners

Blue council bin liners

Recycling box/bag

Main kitchen

Set of 5 pans

Tin openers x 2

Pizza wheel x 1

Baking trays x 4

Pizza tray x 2

Cooling tray x 1

Large tea towel x 2

Plastic jugs x 2

Microfibre dishcloth cloths x 4

Dishcloth x 5

Dishwasher tablets

Dishwasher salt

Dishwasher rinse aid

Washing up brushes x 3

Dettol wipes x 2

Dettol spray x 1

Floor disinfectant x 2

Mop and bucket x 1

Squeeze mop x 1

Sweeping brush x 2

Dustpan and brush x 1

Bleach spray x 1

Tin foil x 1

Cling film x 1

Sharp knives x 3

Kitchen scissors x 3

Rubber gloves x 2

Latex gloves x 1 box

Contact Details

Rachel Forster 07950 220208

Bryan Gray 07802 950222

Becci Cook 07724 430503

Julie Ulliyart 07787 162390

Fran Stott 07784 026269

Sally Metcalfe 07815 053874