

PRACTICAL INFORMATION FOR HIRER'S

OUR WEBSITE ADDRESS - <https://morwenstowcommunitycentre.co.uk/>

OUR FACEBOOK PAGE - <https://www.facebook.com/groups/637728588280275>

GUIDED TOUR

If you are unfamiliar with the centre's facilities please ask our Bookings Manager who will arrange a tour.

MAIN HALL CAPACITY - 175. We have seating for 100.

COMMITTEE ROOM CAPACITY - 68

KEYS

Front Door - Obtain your front door key from the caretaker at No.2, Morwenna Road EX23 9SW (Telephone 01288 331527) What3Words:- jumped.bells.ethic and after you have locked up, the key should be returned to the caretaker following a day event, or placed in the post box outside the front door following an evening event.

KEYSAFE INSIDE - The key to the 'Store & Cleaning Equipment' is kept in the key safe located in the kitchen on the wall behind the door.

MANUALS - The manuals for the kitchen & other equipment is located in the rack to the left of the kitchen door.

PAYMENT FOR HIRE OF THE HALL - BY BACS - **This is our preferred method.** Please ask our Treasurer for details if they have not already been supplied to you.

ELECTRICITY COIN METERS - In the kitchen there are 2 coin meters. You will need £1 or £2 coins so please check the meters and the list of the appliances they serve within the kitchen.

DAMAGE & BREAKAGES - Please report any damages/breakages to the Bookings Manager.

T.TOWELS - Please leave the MCC tea towels on the kitchen island for us to launder.

TABLECLOTHS - Large white cloths (20 rectangular and 8 square) are available to hire for your function. The charge is 50p per tablecloth which all helps raise funds for the Community Centre. Advance booking via the Bookings Manager is required.

CLEANING MATERIALS - Brushes, brush/pan & mop/bucket/vacuum etc - are available in the kitchen and the store room. Please clean up after your booking so it is ready for the next hirer.

LEFT PROPERTY - Contact Bookings Manager

DISHWASHER - Is available if you are catering for a large number of people. Please follow the instructions on the wall near the dishwasher. If you have only used a small amount of dishes please hand wash and return to where they are stored.

HOT WATER BOILER OR KETTLE - If you are catering for a large event please follow the instructions for the Hot Water Boiler otherwise please use the kettles & empty afterwards.

DEHUMIDIFIER - If it is in use in the main hall please follow the instructions on the top and switch off if it will disturb your use of the hall but please remember to switch it back on again after your session. The dehumidifier is used to alleviate the high humidity in the hall in summer which sometimes causes the parquet floor to lift.

ON LEAVING - Please check and ensure all doors, windows and kitchen hatchways are closed as part of our **FIRE SAFETY PRECAUTIONS**

LIGHTS - Please switch off all lights when not in use to help keep our electricity bill down.

WATER - Please check & ensure all taps have been switched off to keep our water bills down.

Thank you from the Morwenstow Community Centre Committee