

**DORNOCH COMMUNITY CENTRE  
(SOCIAL CLUB)****HALL USER PACK**

Please ensure you have read and agreed to the Terms and Conditions of let.

For any queries relating to the hall that need swift assistance, please contact the Caretaker, Kenny Martin in the first instance on 07917015395.

If your query is booking related and not urgent, please contact [louindornoch@gmail.com](mailto:louindornoch@gmail.com) or on 07766 444780.

**IN AN EMERGENCY, PLEASE CONTACT:**

<b>KENNY MARTIN:</b>	<b>07917 015 395</b>
<b>KIM TEWNION:</b>	<b>07971 482 287</b>
<b>LOU ROLLASON:</b>	<b>07766 444 780</b>

<b>Checklist for Hirers</b>	
You know the door codes and how to get into the parts of the building you need access to.	
You know where the fire exits are, and will not obstruct them.	
You have read the fire regulations and you know where the fire assembly point is	
You know how to switch on the lights and heaters	
You know how to operate the kitchen appliances you need.	
You are aware that all accidents and breakages need to be recorded in the book on the kitchen windowsill.	
You know where the cleaning cupboard is, and how to open it.	
You know where the tables and chairs are kept, and will clean them and replace them safely after your event	
You will separate rubbish from recycling and empty indoor bins to outdoor wheelie bins at the end of your let.	
You have thought about car park requirements – including the possibility of sharing a car park with other users. Drivers may have to be advised to park elsewhere.	
You are aware that you need to switch all appliances, heaters and lights off and firmly close exterior doors at the end of let.	

## USER FAMILIARISATION:

### Electricity Cupboard on Arrival

1. Switch on Toilet & Corridor Lights (1)
2. If required, switch on the Hall Heaters. There is a small panel on the wall beside the electricity cupboard, press boost three times for two hours of heat.
3. The heating can be boosted again throughout the hire.



### On Departure:

1. **ALWAYS** switch **OFF** Toilet & Corridor Lights (1)
2. **ALWAYS** switch **OFF** Hall Heaters (panel beside the cupboard, press boost until the red light is off)

**DADCA** DORNOCH & DISTRICT  
COMMUNITY ASSOCIATION

*Failure to do the above may incur an excess charge.*

## KITCHEN APPLIANCES

### Dishwasher

The dishwasher can take up to 20 minutes to be ready to use, so turn on the machine before the start of your event.

1. Make sure the door to the dishwasher is shut before continuing.
2. Turn the dishwasher switch on at the wall.
3. Use the **green** button on the front of the machine to turn it on.
4. The machine will be ready to use when both **amber** lights under the boiler symbol and tank symbol have gone off.
5. Load your tray in the machine and press the yellow button for approximately 2 seconds to start the cycle. The cycle should take 4 minutes.
6. The first tray can be removed and left to the side for dishes to air dry whilst the second tray is used for another load.
7. When finished, turn the machine off via the **green** button.
8. Then turn the machine off at the wall.
9. Please make sure you leave the dishwasher door open when it is not in use.

**Instructions are also available above the dishwasher.**

### Hot Water

1. Hot water at the sink and hand-wash bowl is provided using an instant heat electric hot water system.
2. Switch the hot water on using the **switch** on the wall to the right of the sink unit. The water will be hot within 10 minutes.
3. Run hot water as required and if the water runs cold wait a couple of minutes for the small cylinder to re-heat.
4. Please **switch off** the hot water switch when you have finished in the kitchen.



### The Urn

1. The urn can be filled from a tap directly above the urn.
2. Plug in and turn on urn at wall.
3. Switch urn on – water at temperature when the light turns **green**.
4. Please remember to switch off Urn before you leave.

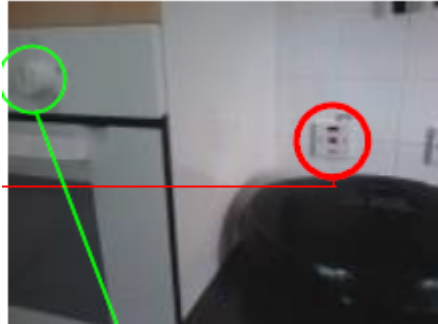
### Hob



1. The isolator **switch** for the hob is on the tiled wall to the right of the hob. Make sure this is switched on (light on).
2. The ceramic hob has 4 plates all of which glow when they are on. The four knobs are marked as to which plate they control.
3. Needless to say the hob surface gets very hot and remains hot long after cooking. Take Care!
4. Please **switch off** the main isolator switch after use, and please leave the hob as you would like to find it.

## Ovens





1. Each oven has its own isolator **switch** on the tiled wall to the side of the respective oven. Make sure the required switch is



on.

2. Adjust the temperature as required with the left knob and select the required function with the **right knob**. See below for function options.

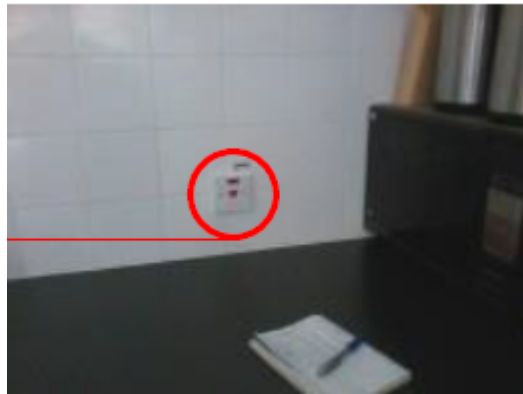
### Oven function control knob

Symbol	Function
0	Off position
	Oven lamp - lights up without any cooking function.
	Bottom heating element - heats only from the bottom of the oven. To bake cakes with crispy or crusty bases.
	Conventional cooking - heats both from the top and bottom element. To bake and roast on one oven level.
	Top heating element - heats only from the top of the oven. To finish cooked dishes.

3. Please **switch off** all switches after use, and please leave the inside of the ovens as you would like to find them.

## Heaters

1. There are two electric fan heaters in the plinths below the kitchen units under the ovens and hob. These are controlled by the **switch** on the side wall next to the microwave ovens.
2. The heaters are thermostatically controlled - please do not attempt to adjust the individual heater controls.
3. Please **switch off** the heaters before leaving the building.



## Bug Killer

1. The ultra-violet light bug-killer will ensure that any flying insects are controlled and unable to contaminate food and work surfaces in the kitchen.
2. The switch for the bug-killer is located on the tiled wall directly beneath the unit.

## **SAFETY GUIDANCE AND EMERGENCY PLAN**

### ***YOU – THE HIRER – ARE THE RESPONSIBLE PERSON***

At all times the hall is in use the RESPONSIBLE PERSON must be in charge and ready to take control of any incident.

Please read and become familiar with these instructions Your priority is always people's safety and not the building.

### **BEFORE YOUR EVENT STARTS:**

- Check exit routes are not blocked.
- Check that fire extinguishers are clearly visible
- Check that electrical equipment brought in has a valid PAT test cert.
- Check that no decorations obscure fire exits or safety signs
- Check that fire exits lights are on and visible

### **DURING YOUR EVENT:**

- Watch that fire exit routes do not become obstructed
- Brief disabled people and/or their helpers on the evacuation routes
- Watch that no vehicle obstructs the main entrance
- Make sure that emergency vehicles have clear access to the hall
- Watch that nothing is likely to cause a fire.
- Ensure that the number of people does not exceed these figures:

Struie room:	30
Main Hall:	120 seated audience
Coffee room:	40
Ben Bhraggie Room	40
Dances/Ceilidh/Parties:	140 (entire building)

**IN THE EVENT OF A FIRE:**

- Take charge – give loud, clear instructions to immediately evacuate the building and gather and wait on the grass by the path to the Square.
- Check every room that is safe to enter to ensure everyone has left.
- Fire extinguishers should be used to clear a safe passage to an exit
- Once outside, check everyone is accounted for
- Contact the emergency services – the address of the hall is:

**Dornoch Community Centre (Social Club),**

**School Hill**

**Dornoch**

**IV25 3PF**

*what3words: repair.yarn.guests*

- Check that the lane is clear for emergency vehicles
- Send a person to the Square to act as a guide for the emergency services
- Do not allow anyone to enter the hall until the Fire Officer advises it is safe
- Contact a DADCA emergency contact– details on the wall and front of the pack