

**MELLS TITHE BARN
MANAGEMENT COMMITTEE**
Registered Charity no. 304581

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DETAILED INSTRUCTIONS FOR BARN EQUIPMENT

KITCHEN & TOILETS

- **Hot Water Electric Urn** There is an On/Off switch on the urn as well as the wall. Please ensure that the water heater always has water covering the element. Once water has boiled, turn the temperature dial to about 90 deg Centigrade to keep water hot enough for coffee/tea. Please turn off electricity on the wall when 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. The plug under the sink is the fridge power supply and should be left on at all times. Turn off water heater at end of hire.
- **Hot Water Supply to Sinks and Hand-driers in Toilets** The water boilers and hand-driers in both of the toilets are controlled by electrical switches adjacent to the boilers/driers. Please turn these on before use and ensure that they are switched off at the end of your hire.
- **Oven and Hotplates** The oven and hotplates electrical supplies are controlled by switches on the wall above the oven/hotplate. Please ensure these switches are turned off at the end of the hire.
- **Microwave, Kettle and Toaster** Please unplug all appliances at the end of the hire.

TABLES AND CHAIRS

- **Tables** Tables are stored under the stage and should be wiped down after use and replaced under the stage at the end of the hire.
- **Chairs** Chairs are stored on the movable chair racks in the wooden shed in the paddock 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 by the Committee. This will avoid repeated use and possible injury. You will not be charged for accidental damage caused during your hire or that identified by you when using the chairs.

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 noticeboard 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 or body warmth. 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. 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 blue 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 government noise levels for the Mells environment, 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.
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