

## *Nacton Village Hall : Users Guide*

### *On Entry:*

#### *Lights:*

Foyer and External - switches to left as you enter, below notice board.

Cloakrooms - internally to side of entrance doors.

Main Hall - inside to right on wall below notice boards. Each switch operates a separate bank of ceiling lights and the fire exit signs.

Sitting Area - separate two way switches at right hand end on wall. Also operated from bar area (below counter by flap).

Kitchen - switch by door to bar.

Storeroom - on entry internally to left wall.

Stage - at back left hand corner of stage.

Rear Room - internally to right of side entrance door.

Electrical Switchboard - situated in cupboard in Gents Cloakroom.

#### *Heating:*

The radiators and hot water to the toilets are heated by a gas fired boiler situated in the Gents Cloakroom. To switch on, press lower front cover to open, turn lower right hand knob one position - green light appears. ***Do not alter settings of other controls.***

Radiators in toilets have individual thermostats - do not alter.

The Dimplex PLX Panel Convecter electric heaters in the main hall and the back room were installed in August 2012, in order to improve energy efficiency. It is important that Hall users play their part in minimising running costs by ensuring that heaters that are not required are turned off, and that all heaters are turned off at the end of the period of hire.

Operation. In the normal condition the main hall heaters are turned on using the six heater switches in the cupboard Gentlemen's lavatories AND the individual isolation switches adjacent to each heater. **Users must turn off the heaters at the switchboard AND individual isolation switches at the end of their session.** The heaters are pre-set to  (manual) and temperature setting 4. **DO NOT ATTEMPT TO ADJUST THE SETTINGS ON INDIVIDUAL HEATERS**, as this will negate the efficient operation of the whole system.

#### *Kitchen:*

Tea-towels and bin bags - please bring your own as these may not be provided.

Extractor Fan - switch on wall adjacent to cooker.

Hobs (Gas) - the cooker power switch to the right of the cooker must be on to power the gas hob igniters. Press in and turn a gas hob control knob then use the electric igniter button on the left of the cooker. Continue to hold the hob control knob in for a few seconds to let the safety thermostat operate.

Ovens (Electric) - switch on power to the cooker as above, then set the clock using the + and - buttons, then wait a few seconds. Any set time will do but the ovens will not operate until a time has been set!

Hot Water (from sink taps) - by electric heater with switch below and left of the window. Switch on at time of entry and off when washing up completed.

Automatic Water Boiler (for tea and coffee) - on entry switch on at the main switch inside the wall cupboards adjoining. Allow 10 minutes to heat from cold. Thereafter instantaneous boiling water available. A glass hot water resistant jug is provided. For large quantities supplement with electric kettles.

***Do not forget to switch off all appliances after use and before leaving the building.***

#### *Fire*

#### *Extinguishers:*

In the Rear Room, by the front door, in the Kitchen and at the side door in sitting area.

Do not move unless required for use.

#### *Fire Blanket:*

On the kitchen wall above cooker.

#### *Fire Alarms:*

Mains operated. Control board in foyer to left hand of Gents Cloakroom entrance.

***Do not tamper with controls.***

If alarm sounds and needs to be silenced or re-set, see instruction guide by control panel.

#### *Chairs:*

There are 110 chairs stored in the Storeroom. There are 20 individual chairs in the Sitting Area. Other chairs are stacked in the Ladies Cloakroom.

Tables: There are 12 x 6' long tables plus smaller tables stacked in a trolley in the Storeroom. Additional card tables are in the storeroom. Please clean down and re-stack as found.

Crockery: Some crockery in the cupboards in Kitchen. Please check sufficiency for your own requirements.

Towels etc.: Please supply your own tea towels, towels, washing up liquid, etc.

Toilets & Cloakrooms: The toilets are fitted with soap dispensers, paper towels holders and toilet rolls. Please leave clean and tidy on completion of hire.

#### Audio Equipment

The audio equipment rack driving ceiling speakers needs to be plugged into a 13 Amp socket at the back of the proscenium wall. Turn on the main amplifier and other items (CD players etc.) as required with their individual on/off switches. Ensure both Zone 1 (front of hall) and Zone 2 (rear of hall) speaker switches are depressed (On). The input level control knobs adjust individual input levels - turn down any not in use to avoid interference.

There is a Wired Microphone on a lead, which usually lives on top of the rack, and a Wireless Microphone which is more temperamental and may need a new 9V PP3 battery (alkaline only - zinc types won't work!).

There is a lead labelled MP3 player with a 3.5mm jack plug which can be used to play sound from an MP3 player, laptop etc.

#### Projector and screen

The screen should be pulled down slowly and will lock down. To put it up, pull briefly down then run upwards in a controlled manner - do not just let it go!

Plug the black mains plug labelled Projector into a 13 Amp socket at the back of the proscenium wall. Use the key on a long piece of green string on the right behind the proscenium wall to unlock the small box on front right of the proscenium wall. Use the remote control to turn on the projector. Video inputs available inside the box are VGA, Composite Video and HDMI. For the first two, audio can be fed to the amplifier system using the two Phono sockets in the box. If HDMI video is used, the HDMI audio goes to the projector, and is brought back out and down to the audio amplifier to the HDMI Audio input and level control.

**After use, turn the projector off with the remote and allow to cool then unplug the mains lead. Return the controller and all audio and video leads to the box before locking it.**

#### **Important: Action at end of hiring:**

##### Before leaving the Hall:

Please sweep/clean the floor: use only clean water (no detergent) if necessary to wipe over.

Clean the cooker if you have used it.

Remove rubbish from bins in kitchen and toilets and leave everything neat and tidy for the next users.

Brooms to sweep the floors are in the Store Room and dust pans are in the kitchen area.

Replace all items used or moved.

Switch off all appliances and the lights.

##### Store Room:

Replace all tables and chairs neatly on trolley or in stacks - see instructions on wall.

Replace brooms to wall clips.

Switch off light.

##### Hall and Rear Room:

Switch off all electrical individual wall mounted heaters at switches.

Unplug amplifier and/or projector if used.

##### Cloakrooms:

Switch off gas boiler in Gents Cloakroom if activated on entry.

Switch off Wall Heater Master Switches at fuseboard in Electric cupboard in Gents Cloakroom.

Check toilets are left clean.

Clear any litter into bins.

Switch off lights.

General:

Close and lock all windows.

Switch off Foyer lights and the external lights but not the path lights (switch nearest window).

Check shed lights by side door north are off.

Check that both doors to front entrance are firmly secured and locked.

Keys:

Please return keys to Bookings Secretary without delay.

Please notify Bookings Secretary if any items have been broken, damaged or if not in order.

***Accident Book***

An accident record book can be found in the bar area. In the event of an accident or injury, however minor, a record must be made in the accident book, in accordance with the instructions in the book.

***Licensing Act 2003***

Be aware of the terms of the Premises Licence at all times. If required to produce it to any authorised officer of the Local Authority, Police, Fire etc. the Licence (Part A) is located on the Notice Board in the Store Room.

Report such occurrence to the Bookings Secretary when returning keys.