

## **USER GUIDE**

### **FOR BRABOURNE & SMEETH VILLAGE HALL**

#### MAIN ENTRANCE -also known as Howland Hall.

- To the left of the main door (as you enter from the road) are 3 light switches:
  - 1) Outside railing lights
  - 2) Howland Hall
  - 3) Cloakroom area
- There is 1 wall heater; switch on at wall switch using booster switch (15 minute increments) if required.
- To the left of the internal door to the main hall is the light switch for the main hall.

#### TOILETS

- There is a wall heater in each of the ladies, men's and disabled toilets; turn on manually if required and off again at end of hire/as required. PLEASE SWITCH OFF AT THE END OF YOUR HIRE
- The lights in all toilets are on automatic sensors
- The hot water tank for the basins is turned on in the cupboard in the ladies; top switch for light use and lower switch for heavy use. PLEASE SWITCH OFF AT THE END OF YOUR HIRE

#### HICKMOTT (MAIN) HALL

- Main lights operated from Howland Hall (as above) or from switch beside the door into the passage nearest the kitchen.
- Small wall lights can be switched on at the switch to the right of the stage (behind curtains on car park side), marked 'hall reds'.
- Please do not touch the fuse-board.
- **Main overhead heaters** for the hall are operated from the thermostat on the wall. The heater control is on the left hand wall as you enter the main hall  
On entering the control will just show the current temperature:-



**ONLY USE THE MIDDLE BUTTON.** To switch on press middle button until “ON” is displayed on top left of screen:



The 6 overhead heaters will now be on but if you wish to check then go to bank of controllers to right of stage on the outside wall. They should be displaying a red light at the top of each mini controller



Red Lights at top can just see them

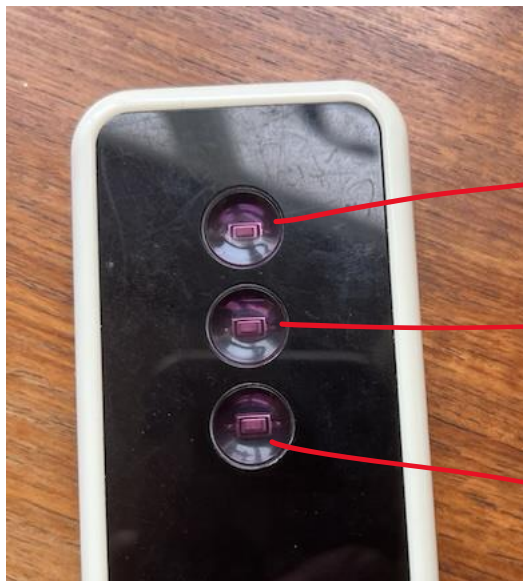
The temperature control will be automatic.

To switch off at end of the booking **just use the middle button** and press two or three times until the following is seen:-



OFF indicator

- Stage heaters need to be switched on at the wall switch marked 'stage heaters' located at the rear of stage next to the passageway door by the kitchen, then the heaters below the stage are operated separately if required. PLEASE SWITCH OFF AT THE END OF YOUR HIRE
- Stage light (fluorescent tube) switch is beside the door into the passage nearest the kitchen.
- Stage (coloured) Lights. There is a stage lighting control box for professional use which is kept under the stage (furthest side from the kitchen). There is a black cable hanging behind the stage curtains (nearest the car park) which plugs in to the lighting box.
- **Sound System** is located on the wall backing onto the car park (See separate guide)
- **Overhead Projector**
- The controllers to the screen and the projector are either on the window sill or preferably kept in the drawer within the black sound system cabinet  
To open the screen use remote controller pointed at the top left hand side of the screen (it is quite directionally sensitive)



Screen up

Screen Stop

Screen Down

The projector system is a plug and play  
 Use blue button on controller to switch on projector. It will display the source options available



Plug your equipment- Lap top/video etc into the panel on the side wall. **Note we may not have all the leads needed**



## PASSAGEWAY

- The lights are fitted with movement sensors, which activate the lights as people move and turn off automatically when no movement occurs
- There is one wall heater; switch on at wall switch if required. PLEASE SWITCH OFF AT THE END OF YOUR HIRE
- The cupboard with double doors (push catches at top) next to the kitchen door contains cleaning materials & equipment. Please use these to tidy up after your event

## SMALL MEETING ROOM

- Light switches are located inside both doors.
- Wall heaters can be switched on at wall switch if required. They each have a booster switch which operates in 15 minute increments and will turn off automatically at the end of the time selected.
- Both cloakrooms have light switches inside the doors and wall heaters which are operated manually. PLEASE SWITCH OFF AT THE END OF YOUR HIRE
- Red chairs are to be stacked in the cloakrooms but no furniture is to be placed in front of the heaters, even when not switched on.

## OUTSIDE LIGHTS

- There are 2 external lights, one at the main entrance and one at the kitchen entrance. Both are activated by PIR sensors & come on automatically

## KITCHEN

Lights: The switch is located on left of door as you enter..

Hot Water at sink: There is an instant hot water heater to the taps. Switch is in the corner to the left hand side of the sink

Hot Drinking Water: The (Lincat) counter-top hot water dispenser is switched on in the corner on the left of the sink. It takes approximately 15 minutes to heat up to temperature. Whilst it is warming up, draw off a jugful of water and dispose of it. The machine fills with water automatically

Oven: The switch is on the wall in the trunking to the left of the cooker. PLEASE NOTE THAT THE MAIN OVEN WILL NOT WORK UNLESS THE CLOCK IS SET. Instructions can be found in the second drawer down opposite the oven.

Extractor Cooker Hood: The main switch is located on the wall above it; please leave it on. The extractor is operated with sliding switches on the hood.

Dishwasher: The main switch is on the wall in the trunking to the left of the cooker. Please follow the user instructions on the laminated sheet by the machine. Please note that it takes approximately 20 minutes to heat the water but then each cycle takes only 2-3 minutes. Please ensure that you drain the machine as per the instruction sheet at the end of use.

Heaters: There are 2 overhead heaters and two plinth heaters in the kitchen. Both have labelled switches in the trunking to the left of the cooker and are operated by individual switches on each heater

**PLEASE CHECK THAT ALL LIGHTS & HEATERS ARE TURNED OFF BEFORE LEAVING AND THAT ALL FIRE EXITS ARE FREE FROM OBSTRUCTION**

## FURNITURE & EQUIPMENT

### SMALL MEETING ROOM:

12 x 6 ft trestle tables

80 x red chairs (stacked in maximum of 6) in toilets

### HOWLAND HALL:

8 x small square tables on trolley

54 x grey folding chairs on trolley

5 x green chairs with arms on trolley

5 x green chairs without trolley

### CLEANING CUPBOARD

Selection of brooms; dustpan & brushes

1 x Henry Vacuum Cleaner + spare bags

Karcher steam floor cleaner

Dustbin liners

Mop & Bucket

Large V- shaped floor mop

Bleach; surface cleaner; J-cloths; washing up liquid

### KITCHEN

2 x Kettles

2 x Urns

Fridge

Microwave

Crockery: Dinner Plates; Side Plates; Bowls (in floor level corner cupboards to left of serving hatch). Mugs; Cups & Saucers (in wall cupboards backing onto passageway)

Wine Glasses (in wall corner cupboards on right hand side of serving hatch). Tumblers (in wall cupboard to right of serving hatch)

Cutlery: In top drawer & 3 x Tupperware boxes on worktop

NB. Please provide your own sharp knives, utensils, pans, roasting trays etc. and tea towels if required

PLEASE LEAVE THE HALL CLEAN AND TIDY AND TAKE AWAY ALL YOUR RUBBISH AT THE END OF YOUR BOOKING