

CLIPSTON VILLAGE HALL : Information for Hall Users

Please familiarise yourself with the information below before your hire. If you have any other questions, please contact clipstonvillagehall@gmail.com

Frequently Asked Questions

Q) How do I access the hall?

A) You will be issued with a date/time-sensitive access code – this will be programmed to work for the duration of your booking, with some padding either side. Simply enter the 6 digit code into the keypad on the front door, wait for the lights to finish flashing and then you'll hear the door unlock – you can now pull the door open. Follow the instructions on the inside of the door to either leave the door locked or unlocked for the duration of your hire period. If the latch is engaged, the door will automatically lock behind you. Please ensure you leave the hall locked at the end of your hire.

Q) What if it is dark when I arrive?

A) Immediately inside the main doors, on your right hand side, there are two light switches – one for outside and one for the entrance area. Please ensure both are switched off when you leave.

Q) What lighting options are available?

A) The washroom lights are automatic and controlled by motion sensors.

In the main hall, there are 4 switches and a master dimmer.

In the main hall and kitchen, there are LED lights to add colour or special effects – they are controlled from the small boxes above the stainless steel cupboard at the rear of the hall.

Instructions for operating the lights are kept on top of the cupboard.

The stage lights are controlled from the right hand stage wing – there is a main isolator switch which will need to be 'ON' and a set of sliding switches to alter the brightness.

Please ensure ALL lights are switched off after use.

Q) How do I control the heating?

A) Each area of the hall has its own thermostat controlling the infra-red heating bars/panels in that area. All thermostats are set to 10 degrees or less when the hall is not in use. Pressing the up/down arrows will increase/decrease the set temperature in 0.5 degree increments.

The hall heats up quickly (takes about 10 mins) and 18 degrees is a very comfortable temperature. To save energy and running costs, please remember to return the set temperatures to 10 degrees or less before you leave.

Q) How do I control the hot water?

A) Hot water for the washroom/handwashing sinks is automatic, on demand. To get hot water for the double kitchen sinks, use the button next to the light switch in the kitchen. Pressing once will 'wake up' the unit and start it heating, each subsequent press will determine how long you have hot water for – 2 presses 15 mins, 3 presses 30 mins and so on, up to 4 hours.

Q) What appliances does the kitchen have?

A) There is a kettle, 2 coffee machines, boiling water dispenser, urn, toaster, commercial dishwasher, range cooker with electric hob, warming cupboard, fridge, freezer and drinks fridge. With the exception of the fridge and freezer, all these appliances are kept switched off so you will need to turn them on before use and switch them off again after use. The isolator

switches for the oven, extractor, warming cupboard and boiling water dispenser are all labelled and visible 'above the counter'. The switch for the drinks fridge is labelled 'under counter' – look into the stainless steel open shelving at the left hand side of the fridges. User instructions for the dishwasher are on the noticeboard – please follow them carefully, ensuring that the water is drained before you leave. Detergent for the dishwasher is on an automatic feed so you don't need to add any. Manufacturers' guides for the appliances can be found in the green folder on the shelf above the sink. Please ensure all appliances are left clean for the next user and report any issues to the Bookings Officer.

Q) What crockery etc is provided at the hall?

A) The hall is well stocked with cups and saucers, mugs, plates, bowls, cutlery and glasses. There are plenty of trays, some serving ware, chopping boards, utensils and a good set of cookware including oven trays and dishes, soup pans and frying pans. Please ensure anything you use is washed, dried and put away in its original location. Washing up liquid, sponges and cloths are provided. Users are reminded to bring their own clean tea towels.

Q) Does the hall have any tablecloths?

A) There is a selection of coloured tablecloths (in the plastic tubs on the top shelf of the roller/tambour unit) which you are welcome to use. Dirtied tablecloths should be taken home to wash and returned to the hall as soon as possible.

Q) What furniture does the hall have?

A) There is a plentiful supply of chairs and tables. Chairs are kept in the double-doored store room in the entrance area. To help prevent injury, please observe the stacking rules on the wall and use the trolley to help move the stacks around the hall. Tables are stored flat, in the corridor between the hall and the kitchen. The bistro tables and chairs are stored on the stage. In the unlikely event that you need more furniture, additional chairs can be found in the right hand stage wing whilst additional tables can be found in the brick shed with the tin roof in the rear courtyard. After use, please wipe clean and return all furniture to its original storage location.

Q) Are there any window coverings in the hall?

A) Yes. There are sunshade blinds on the front and side (kitchen) windows. There are black-out blinds in the main hall. There are no curtains.

Q) What AV equipment does the hall have?

A) There is a:

- set of ceiling speakers, which you can play your own music through (via Bluetooth)
- PA system with 2 large stage speakers, a microphone with stand
- a large (3m wide) screen and ceiling-mounted projector, for presentations and screenings
- a mirror ball with spotlights, for parties and discos

For information on how to use these features, please see the laminated guide which hangs on the rear side of the black cupboard on the stage.

Q) What do I need to do at the end of my hire?

A) Please check that: all furniture has been stowed away; all kitchen items/appliances used are cleaned, dried and put away; all surfaces and floors are clean and clear; all waste is removed and put in the wheelie bins outside; heating thermostats are reduced back to 10 degrees or less; all appliances and lights are switched off (but DO NOT switch off the fridge, freezer, Wi-Fi or fire alarm!)