



Hirer's Guide – Helmdon Reading Room

Operated by Helmdon Community Foundation

We are delighted to welcome you to Helmdon Reading Room. It is highly recommended that you read this document prior to your booking date so that any questions can be resolved. Should you require further information please contact the booking officer by telephone 01295 768922 or by email: helmdonrr@gmail.com

Emergency Contacts - please refer to the notice on the Notice Board near the entrance door for contact names and telephone numbers in the event of an emergency.

We respectfully request that, if decorating the hall, no blutac or selotape is used on the walls as it removes the paint.

1. GENERAL FACILITIES

- **Access** - a single door key operates the lock fitted to the main entrance. There are steps at this entrance. Level access is available at the rear of the building, reached via the drive at the side. There is a doorbell here.
- **Internal Disabled access** – there is disabled access throughout the interior of the building with the exception of the main entrance and lobby. There are two fire exits with level access and a spacious, disabled access toilet.
- **Chairs** – sixty padded chairs are available in the large cupboard in the hall and should be re-stacked carefully after use on the trolleys provided .
- **Tables** –Ten rectangular folding tables are available in the large cupboard and should be put back after use. There are also 6 square tables available in that cupboard.
- **Capacity** - maximum capacity of the hall is one hundred people (100)
- **Car Parking** – cars can be parked carefully on the opposite side of the road from the Reading Room. The drive must not be used as a parking space.
- **Lighting** - main light switches for the hall, toilets and corridor are situated in the corridor area opposite the kitchen ramp. Please do not use the high level lights. The mid-wall lights are dimmable to create ambience where required
- **Central Heating** – the central heating should already be set to operate for your hire period. Boiler operation is controlled by a Timer located above the boiler in the kitchen. There is a Boost button for instant heat. Please **do not alter** the settings.
- **Water heating** – hot water to all taps is provided by an instant water heater under the kitchen sink. It is permanently switched on and there is no need to adjust it.
- **Theatrical lighting** - theatrical lighting can be used to create a good party mood. It is controlled from a console which, when in use, is plugged into the DMX socket above the audio cupboard. If you wish to use this lighting you should advise the booking officer at the time of booking and there may be an additional cost.
- **Toilets** –Both toilets are unisex. One toilet accommodates disabled users and has baby changing facilities. Each toilet has its own light switch but they only operate when the master switch is also on. The master switch also operates the corridor light.
- **Cleaning materials** – The hoover and brooms are kept in the cupboard in the lobby by the front door. Spare paper products are kept here too. Cleaning materials and dusters are available in the



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kitchen cupboard in the far right hand corner of the kitchen. Rubbish sacs and tea towels are under the kitchen sink.

- **Rubbish & Recycling** – PLEASE take care when sorting your rubbish. The Reading Room wishes to ensure that its impact on the environment is minimal. The **LARGE BLACK BIN** at the end of the drive is only for the disposal of **non-recyclable waste** in black bin liners. **Recyclables (inc bottles)** are to be disposed of in **the Large Blue Bin** - no plastic bags please. **Food waste** goes in the **food caddy** in the appropriate food recycling bag.

2. EMERGENCY

- **Accident & First Aid** - a First Aid Box is on the wall in the small meeting room and another is under the kitchen sink. All accidents should be reported in the Accident Book (which is kept in the filing concertina in the kitchen, next to the microwave). Ring 999 only in case of danger to life. Ring 111 for medical advice if you are not sure what action to take.
- **Fire** - if you discover a fire use the break-glass points to sound the alarm. Evacuate the building immediately via the nearest exit. Assembly Point is the pub (the Fat Landlord) almost opposite the Reading Room. Fire extinguishers are available and should be used to delay the progress of fire, if you feel confident doing so. Ring 999 to call the fire brigade.

3. KITCHEN EQUIPMENT

- **Microwave** – a Microwave oven is available for the use of all hirers
- **Ovens and Hob** - the main control switch for the 2 Electric Ovens and hobs is on the wall above
- **Dishwasher** - is available for general use, the main switch is on the wall above, and details of operation are described on the laminated instructions on the wall. It **MUST** be switched on at least 40 minutes prior to use and only takes about 15 minutes to complete a cycle.
- **Water Urn** – available for all hirers to use but please ensure it is switched off at the wall and emptied when your hire period ends
- **Fridge** - is available for general use. DO NOT ALTER THE TEMPERATURE.
- **Crockery, cutlery and glasses** - a wide range of crockery, cutlery, glasses, cups, saucers, teapots, etc. are available in the kitchen cupboards near the kettles and in the central island.
- **Manuals** -all operation manuals are located in a yellow file and a concertina file next to the microwave in the kitchen

4. AUDIO/PROJECTION EQUIPMENT

- **Audio System** – the hall has a high quality surround sound audio system, including a CD player. It has AUX inputs (RCA sockets) for user's own devices plus a microphone mixer. Full instruction manual is in the audio cupboard in a green folder.
- **Microphones** - Professional hand-held and lapel wireless microphones for use with the system are available for hire by prior request.
- **CD (music)Player** – plays music CDs and also plays mp3 tracks from CD/DVD disc media or USB stick
- **Projector** - A ceiling-mounted projector is available to hire by prior request. This can be used with your own laptop or smart device - connecting via HDMI or SVGA cable to the patch-panel above the audio cupboard, or with the system's DVD/Blu-ray (Movie) player to view videos/movies/photo slideshows/web pages



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- **Projector screen** - there is a pull-down projector screen in the main hall. The screen is pulled down using the short pole with a hook on the end hanging at the side of the separating doors. The screen stays where you pull it to. To release it, pull it down slightly and gently let it go. It may need a **gentle** prod.
- **Hearing Loop** – the main hall is fitted with an induction-type hearing loop for those users having hearing aids with a “T” setting
- **WiFi**- is available free of charge to all hirers. No password required.

5. LICENCES

- **Temporary Event Notice (TEN) - if alcohol is to be sold on the premises then a TEN is required. This can be obtained from** West Northants Council or online through www.gov.uk. Obtaining the licence including payment (£21) is the responsibility of the hirer. The application requires a minimum of 10 working days notice. A copy of the licence must be given to the booking officer.

6. SECURITY

- **When leaving the building** please check that:
 1. the fire door at the far end of the hall is properly closed.
 2. the fire door from the kitchen to the outside is shut **and locked**. Read the notice beside the door
 3. all lights are turned off.

Pressing the button by the exit from the main hall provides a timed exit light when it is dark outside.