



## **ESSENTIAL READING FOR ALL CASUAL USERS OF HORSLEY VILLAGE HALL 1.Car**

### **Parking –**

#### **a) Hall**

There are three car parking spaces at the back of the Hall in French Lane. The gates are opened by lifting the arm from right to left. The gates push back and need the bolts secured into the posts. **b)**

#### **School Car Park**

It is sometimes possible to arrange car parking at the school which is opposite the hall but this cannot be guaranteed. If you would like use of the school car park it is advisable to ask a few weeks prior to your event. There is an extra charge of £15. Unless pre-arranged, you cannot use the school car park. If you are using the school car park, open the double gates using the code lock we will have given you. Unless this has already been done, please secure the car park sign (left in the hall storeroom for you) indicating users park at their own risk. After your event please return the car parking sign to the hall storeroom.

#### **c) Street Parking**

All other parking will be along the road (s) around the village. Please avoid parking on any of the grass verges, particularly on The Dovecote opposite the hall.

## **2. Entry**

There will usually be someone at the hall who will have opened up for you, usually our hall manager, Chris. If you arrive and the hall isn't open please call Chris on **07840 462027** unless you have been notified of alternative arrangements.

## **3. Lighting**

If you need lights in the main hall, the switches are on your right, adjacent to the door into the hall itself (not the main entrance door). The lights can be dimmed by holding the 2 switches towards off. All other lights – toilets, kitchen, storeroom switch on and off automatically. The outside lights – both back and front – come on automatically and go off at 10.00pm. If you do need them, there is a switch next to the entry lobby switch.

## **4. Tables and chairs**

The hall manager will get out the tables and chairs for you and leave them in the hall ready for you to set out as you wish. Please let us know approximately 1 week prior to your event how many chairs and tables of each size you need.

There are 3 sizes of tables as follows:-

11 tables to seat 4 per table - measuring 915 x 760 (3ft x 2ft 6in)

4 tables to seat 6 per table - measuring 1220 x 760 mm (4 ft x 2ft 6in)

4 tables to seat 8 per table - measuring 1830 mm x 760 mm (5ft x 2ft 6in)

IMPORTANT – please ensure at the end of your event the tables are folded and stacked at the side of the room. Please also stack the chairs. Stack 4 together and place at the side of the room.

**5. Curtains** Please can we ask that you take care with the curtains during your event. We have had issues where they must have been pulled excessively, which has meant attention has been needed to sort them out. Thank you

## **6. Sockets**

All sockets have a safety cover to prevent children putting their fingers in them. Please make sure all socket covers are replaced after use.

## **7. Kitchen**

Please refer to the “facilities” document where you will find a detailed list of the kitchen equipment.

There is most of the crockery and cutlery you are likely to need for your event in the kitchen cupboards including large jugs for dispensing cold drinks.

**NB** - All equipment, cutlery and crockery used is to be cleaned and put away after use. There is a dishwasher but this must only be used if you are able to complete a full cycle, empty and put the contents away where you found them, before the end of your event. Please leave the dishwasher door open after use.

## **8. Bi-fold doors and shutters to rear.**

If you have asked for these doors to be unlocked, they will be open. If not and you have door keys, there are separate keys to open the left and right hand side doors. **NB** – The shutters must be fully opened before you attempt to open the bi-folds. Both doors and shutters must be closed with the doors locked on leaving the hall. The switches to operate the shutters are adjacent to the main entrance door, on the right hand side as you enter the building. **Can we also ask you to refer to paragraph 4 of our terms and conditions and ensure the doors are closed if you are playing music or singing which can be heard outside on French Lane or Church Street.**

**9. Heating**  
The air temperature is pre-set at 21 degrees at low level and will be set at this for your booking. The ceiling fans are for additional warmth in the winter. They re-circulate the heat down from the ceiling to a lower level. They should NOT be used in the summer to cool the hall – they will be ineffective. Press screen and then green button and screen again. Can then see current position. The heat can be adjusted up or down 2 degrees by pressing appropriate number. The screen will also show the number of minutes remaining for the system to be on.

## **10. Music/Microphone/Hearing Loop/WIFI – NB see para 16 below re the sound limiter**

There is a hearing loop automatically on.

**To use music via Bluetooth** – the equipment is in the corner of the hall (left hand side of the grey wall). Blue tooth is on when the blue light shows (if not switch on). Connect i-pad/phone and play. Amplifier unit is in the storeroom to the right of the front door. The unit is just beyond the large fridge. On/off is the rocker switch on the right hand side of the unit.

Microphone should just need switching on - please note there is a bag attached near the microphone which contains spare batteries if needed. Users can replace the batteries and continue to use the mike but please let us know if you do replace them.

**WIFI** – code 40cHurcH. The wifi is for standard use only ie email and web browsing. The monthly allowance does **NOT** allow for films/movies and/or music or any other large data to be streamed or downloaded. We receive weekly reports of data usage which indicate when large amounts have been used.

### **11. Kitchen Shutter**

The shutter between the hall and the kitchen is opened/closed by a key mechanism, sited on the left hand side of the shutter. Hold it in position until movement is complete.

### **12. Cleaning**

A cleaning trolley with a brush, mop and bucket etc. is situated inside the storeroom, located in the entrance lobby. **Please leave the hall as you find it and ensure the dishwasher has been emptied if used.**

### **13. Projector Screen**

If you have requested the screen it will be in position ready for use. If you haven't pre requested this and need it during a booking, there's a pole to pull it down in the corner of the storeroom. When returning the screen, firstly, pull it down a few centimetres to release it and then ease it back into the closed position. **Only do it with the pole .**

### **14. Fire Alarms system**

The fire alarm system has multi sensors for smoke and heat. It will detect smoke in the toilets. Adjacent to the entrance is a Fire alarm panel, this will control the system. If the Fire Alarm system is activated, audible sounders will sound and beacons will flash. The Hall **MUST** be evacuated upon activation of the Fire alarm system and individuals must proceed to the Fire Point which is adjacent to the road in Church St. The responsible person is the person responsible for the class or function. If no evidence of a fire is present, then the building may be re-entered. Look at the fire panel and this will indicate where the device was activated. The device position relates to the Zone plan adjacent to the panel. The device should then be checked once the alarms have been silenced. To silence the alarms, press SILENCE then reset. Emergency numbers are shown at the end of this document.

### **15. Music and Sound Limiter**

To avoid causing nuisance to the residents of the village we would like to point out that noise levels in the hall need to be kept at or below 80 decibels. There is a visual monitor in place. The current noise level will be shown at all times and if 80 decibels is exceeded the monitor will flash in red

letters. **It is your responsibility as the hirer of the hall to ensure that the level does not exceed 80 decibels. The bi-fold doors MUST be kept closed if you are playing music.**

## **16. Helium Balloons**

Helium balloons are allowed in the hall providing they remain secured by their weights. If they are released and go up to the ceiling, you **MUST** take the following steps:-

- a) Try to pop them - there is an extendable pole in the storeroom that you will need to use to 'pop' them or
- b) Switch off the fans - If that is not successful, you must ensure the ceiling fans are turned OFF straightaway. There are two black boxes on the 'grey wall', the switch is on the right hand box.

If you do not do this, the balloon will become entwined in the fans which will burn the motor out. The cost of hiring equipment and replacing a fan is approx. £500. Regrettably, this cost will have to be charged to the person booking the event.

## **17. First Aid Kit**

This is kept in the kitchen, above the ovens. If any items are used please let the booking admin team know after the event so that items can be replaced.

## **18. CCTV**

9 cameras operate inside and outside the building and are only used to verify incidents.

## **19. Hall Dimensions**

**Length 45ft Width 20ft**

## **20. Outside Area**

The recreation area to the rear of the hall is a public space and a great addition to the Village Hall. We would ask if you use the park area and its surroundings that you check you have not left any litter behind you at the end of your event. Please also note paragraph 4 of our Terms and Conditions regarding noise levels which might affect our neighbours on French Lane and/or Church Street.

## **21. WHEN YOU LEAVE THE HALL**

- a. Make sure the Hall is as you found it with all ordinary rubbish cleared away in bin bags. Recycling should not be put into bin bags but placed directly into the recycling bin outside the external kitchen door.
- b. Bin bags should be tied up and placed in the bins also outside the external kitchen door. Please make use of the recycling bins where possible.
- c. Make sure all switched lights are off.
- d. Ensure all doors are locked (if you have key facilities) and that the shutters on the bi-fold doors are in the closed position.

- e. If you have used the school car park – ensure the notice board is brought back and the school gates are closed and locked.
- f. If you have keys, ensure that they are left in the key box – and that it is closed and secured properly.
- g. Please say your goodbyes inside the hall and make as little noise as possible when leaving.

### **EMERGENCY NUMBERS**

Chris Gregory (Hall manager/Caretaker) - **07840 462027**

Jan (Booking Admin) – **07359 243978**

Laura Ryder – **07713 598188**