

This document contains information for each area of the Hall as follows:

1. Kitchen
2. Small Hall
3. Main Hall
4. Toilets
5. Lobby and Corridors
6. Squash Court and Entrance Foyer
7. Carpark

Fire Alarm System

The control unit is in the entrance foyer. User instructions are displayed on top of the control unit. The smoke detectors are all connected to the fire alarm system. There is emergency lighting which will operate automatically in the event of a power cut. The fire assembly point is signposted in the main car park to the side of the Hall building.

First Aid

The large green first aid kit is hanging to the right of the office door on the lobby wall. A small first aid kit and accident book are in the kitchen to the right of the serving hatch. There is a telephone located on the wall to the left of the office, it is for emergency use only.

1. Kitchen (dimensions 4.3 x 2.7m, approx. 11 square meters)

There is one serving hatch to the Main Hall. There are basic cleaning materials under the sink.

Equipment

4 ring cooker, microwave, refrigerator, commercial dishwasher - please do not turn off the electric socket until the water has drained out the dishwasher (switch is to the right of the sink, instructions are in the second top drawer of unit to right of sink), commercial warming oven, wall mounted hot water machine (turn water supply to left on and power to right, turn both off once finished), 2 electric kettles, main sink, and small handwashing sink. The kitchen is stocked with crockery, glassware, cutlery, other utensils.

Hot Water and Heating

The kitchen has its own hot water immersion heater to supply hot water to the sinks, the heater switch is labelled and to the right of the main sink, press central button once for 30mins, twice for 1 hour, three times for 2 hours. There is a heater above the kitchen door. Please turn these off after use.

Kitchen Fire Safety, Electrical Supply, Windows, and Ventilation

The fire screen at the serving hatch will descend automatically if the fire alarm sounds, please leave the area underneath clear. There is a fire extinguisher and fire blanket in the kitchen. There are 3 double sockets available for use. There are 2 windows above the sink, please close after use. There is

an extractor fan, the control switch is to the right of the main sink. There is a kitchen heater above the door, the switch is to the right of the cooker, please turn off after use.

Waste

There is a waste bin in the kitchen. Please empty after use, there is a Hall wheelie bin at the bottom of the path to the car parking areas. If this bin is full, please take the excess home. There are spare bin bags in the cupboard under the main sink. Recycling should be put in the recycling bins in the main car park.

2. Small Hall (dimensions 5.6 x 4.8m, approx. 26 square meters)

There is one entry door off the lobby and this room contains five storage cupboards. There are normally 4 large folding tables, 1 small folding table, 12 folding chairs and 1 table leg puller. Please sweep the floor after use. (Brushes are in the main corridor).

Heating

There is a heating token operated meter in the Small Hall on the wall by the entry door. Heating tokens must be purchased in advance from any Hall Committee member. The meter supplies electricity to 3 wall panel heaters. A heating token will buy about an hours' worth of electricity. Any individual heater can be turned off at a switch to the side of each heater. Once the heating token is inserted in the meter, all the money is immediately loaded onto the meter. Please switch heaters off after use.

Small Hall Fire Safety, Electrical Supply, Windows, and Ventilation

There is a fire extinguisher, 4 electrical sockets and 3 opening windows, please shut these after use. The defibrillator power source is located on the side wall and is clearly labelled, please do not turn this off.

3. Main Hall (dimensions 16.5 x 8.5m, approx. 140 square meters)

This contains a full-size badminton court, stage, an internal balcony, and a large storage cupboard. There is an external fire exit and an internal door at the kitchen end of the Main Hall, and the primary entry hallway at the lobby/balcony end of the Main Hall. The storage cupboard is under the balcony.

Heating

There are 8 high mounted space heaters, controlled in two groups of four by 2 heating token operated meters in the entry hallway to the Main Hall. The right-hand meter controls the kitchen end group of heaters, the left-hand meter controls the balcony end heaters. Both meters can be preloaded with as many heating tokens as wished, a heating token will last approx. 20mins. If it gets too hot, turn an individual meter off at the switch below each meter, this will stop the clock. Again, once a heating token is loaded onto the meter all the money is transferred immediately, you cannot get money back. Please switch the heaters off after use.

Main Hall Fire Safety, Electrical Supply, Windows, and Ventilation

There is a fire alarm point and a fire extinguisher by the external fire exit at the kitchen end of the Main Hall. There are 4 double electrical sockets; one at either end of the Main Hall and one at either end of the stage. There are no opening external windows. There are fans located high up on the long wall opposite the stage and operated via a switch located behind the right-hand stage curtain.

Stage (dimensions 8.1 x 4.4m, approx. 35 square metres)

The stage is a permanent, raised stage with two access doors from the central corridor, and full height velvet curtains to allow the stage to be screened off from the Main Hall. There is specialist lighting currently not fully operational but operated from a control panel located behind the right-hand stage curtain. There are 2 double electrical sockets, 2 panel heaters (currently turned off) and a fire extinguisher. **No unaccompanied children are allowed on the stage, there must be appropriate adult supervision.**

Balcony (dimensions 9.7 x 1.9m, approx. 18 square meters)

This is accessed by an internal stairway in the entry hallway to the Main Hall. There are 20 old brown upholstered chairs, 14 small plastic children's chairs and 8 narrow, old tables. There is a viewing window to the squash court. There is 1 electrical socket. **No unaccompanied children are allowed on the balcony, there must be appropriate adult supervision.**

Main Hall Cupboard

This large cupboard contains 80 upholstered chairs, 18 upholstered folding chairs, 5 child's plastic chairs, 16 large folding tables, 6 small folding tables, 3 children's folding tables, 2 table leg pullers, some child's play items and a commercial large fridge, and the main electricity meter cupboard. Please leave all furniture and equipment tidy as shown on the storage plan on the inside of the door.

Entry Hallway to Main Hall

This contains the two electric token meters for the Main Hall, the stairway for the balcony and under the stairs there is an alcove with sports equipment including the badminton stands, net, racquets, shuttle cocks, various balls etc. Also a rack containing 13 upholstered folding chairs. There is also a fire extinguisher.

Sound System

There is a portable sound system available on request at time of booking.

4. Toilets

There is a separate hot water immersion tank for the toilets, located in the cleaning cupboard between the Gents and the Ladies. The water supply tap located to the right of the hot water tank should be turned on by turning the tap clockwise a quarter turn. The heater switch is labelled and to the right of the hot water tank, press central button once for 30mins, twice for 1 hour, three times for 2 hours. Please turn the water off once finished. This cupboard requires access from a Hall committee member, so access will need to be arranged prior to any event.

Heating

Heating is supplied by electric storage heaters, please do not adjust the heating controls

Gents

There are two urinals, one cubicle, three hand wash basins and one shower (not in use). There is an adjoining small changing room currently being used as general storage including 6 plastic child's chairs and a high chair.

Ladies

There are three cubicles, three hand wash basins and one shower (not in use). There is an adjoining small changing room currently being used as general storage including 10 old folding tables, 5 very old folding tables and various signs and folding blackboards.

Extra toilet rolls are in the left-hand cupboard under the sinks.

Disabled Toilet/Baby Changing Table

There is a single toilet, small hand wash basin, a wall mounted baby changing table and a potty for toddlers.

5. Lobby/Central Corridor

The telephone is located on the wall to the left of the office, it is for emergency use only.

Heating and Lighting

There are two electric panel heaters in the lobby, and an additional two electric heaters in the central corridor, please do not adjust the temperature controls.

There are motion sensor automatic lights in the lobby, central corridor and the 2 stairwells leading to the stage.

Lobby/Central Corridor Fire Safety and Electrical Supply

There is a fire alarm point and a fire extinguisher at the external fire door located at the kitchen end of the central corridor. There is an internal door leading to the Main Hall at the kitchen end, an internal door leading to the Main Hall entry hallway and an internal door leading to the entrance foyer. There are also 2 stairwells with doors allowing access to either end of the stage. There is another fire extinguisher by the internal door to the entrance foyer.

There are 2 double electrical sockets and 2 single electrical sockets.

There is a Hoover in the lobby corner opposite the disabled toilet, two large brushes beside the disabled toilet and lots of hooks for jackets down the central corridor. All the corridors, lobby and foyer must be kept clear of obstructions, and all the internal doors should be closed.

Office

There is a small, locked office in the main lobby, with 4 double electrical sockets and a Wi-Fi hub. The Wi-Fi code is displayed on the office window.

Cupboards

There is an electrical cupboard by the external fire exit (kitchen end), and 4 cupboards under the stage all accessed from the central corridor.

6. Squash Court and Entrance Foyer

There is a full-size squash court with a sprung wooden floor accessed from the foyer. You need to purchase a squash court token in advance, and you must book to use the squash court. There is a token meter outside the squash court which controls the heating and lighting, the token will last about an hour.

The fire alarm system is in the foyer as described earlier. There is a fire alarm point next to the fire alarm system. There is also a storage box which contains the Emergency Action Plan (EAP) equipment (owned by the Community Council).

There are 2 light switches located high up on the right-hand side of the front doors. The right-hand switch turns the car park lights on along the roadside and the left-hand switch turns a sensor light on outside the squash court to light up the main car park. Both switches need to be turned off before locking up the building after use. There is also an automatic, external sensor light above the notice board by the front door.

7.Carpark

The fire assembly point is in the main car park to the side of the village hall building. There is additional parking in front of the building. Please ensure cars do not block access to the disabled car parking bays.

Please do not block access to the fire station opposite the Hall.

The village recycling bins are located to the rear of the main car park.