

General Information

This document contains information for each area of the hall under the following headings:

1. Kitchen
2. Small Hall
3. Main Hall
4. Toilets and Cleaners Cupboard
5. Lobby
6. Corridor and Electric Meters and Consumer Units
7. External facilities

First Aid

The first aid kit and accident book are in the cupboard beneath the sink in the kitchen. They are clearly labelled

Fire alarm system

Full information is in a folder in the cupboard beneath the control unit and the telephone in the front lobby.

1 Kitchen

Dimensions Approx. 5.1 x 3.1 metres

There are two serving hatches one to the corridor and one to the committee room. If the kitchen is being used as a bar the hatch to the corridor can be used to serve soft drinks and snacks to minors while the small hall can be reserved for over 18s.

Equipment

Cooker – domestic 4 ring ceramic hob, grill and oven.

Microwave – 2

Under work top refrigerator

Small work top refrigerator.

Water heating urn – capacity 18 litres

Small electric urn – capacity 8 litres

Electric kettle

Two basin sink unit with hot and cold water.

The kitchen is well stocked with crockery, cutlery and other utensils. (See Inventory)

Hot water

The hot water supply is separate from the hot supply to the toilets. The tank, in the attic space above the kitchen, has a capacity of 300 litre and is heated at the cheaper night time rate. This is usually adequate for most events but if necessary it can be boosted at any time of day.

The switches to boost the water heaters are beneath the coin meters at the end of the corridor. The labels are underneath the switches so you have to get down on your knees! If using the boost facility please ensure that it is switched off after use.

Electrical supply

6 double sockets in the kitchen are included in the rent. However, the cooker and the wall heater above the door are supplied by a pound in the slot coin meter clearly labelled "Meter 3 Kitchen cooker and wall heater" at the end of the corridor.

The power to the outside socket is supplied by inserting the RCD adapter into the socket to the left of the cooker. This should only be switched on when there is a requirement for outside power.

Kitchen Fire Safety

There is a heat detector on the ceiling connected to the fire alarm system. There is a smoke detector in the loft space above the kitchen. If the smoke detector is activated a light shows on the ceiling adjacent to the heat detector.

There is a fire blanket in the kitchen and the extinguishers are in the corridor close to the electrical meters and consumer units.

Windows and Ventilation

The windows are top opening. When opened the support locks automatically. To close the windows press the release button – clearly marked on the mechanism on the left side of the window. There is an extractor fan on the wall to the right of the cooker

Waste

There is a waste bin in the kitchen. Please dispose of food or other perishable in the hall wheelie bin which is in the recycling area close to the entrance to the car park. If this bin is full, please take the excess home. Rubbish not in the wheelie bin will not be collected and gulls will spread the contents of refuse bags.

2 Small Hall

Dimensions floor area approx. 48 square metres

There are two entry doors and two fire exits. There are coat hooks in this room. There are four storage cupboards in this room.

Equipment - Chairs and tables

There are 56 blue chairs and these are normally kept in this room. Six chairs are extra wide with arms and should be stacked separately. Please ensure that the chairs do not obstruct the fire exits, cupboard doors, storage heaters or serving hatch when stacked. There is a storage plan on the noticeboard. Normally three tables are kept in this room.

Electrical supply

There are six double electrical sockets

Small Hall Fire Safety

There are two smoke detectors connected to the alarm system. The lights on the exit signs are always lit.

Windows and ventilation

There are no blinds on the velux roof lights. There are blinds on the windows. The windows are top opening. When opened the support locks automatically. To close the windows press the release button clearly marked on the mechanism on the left side of the window.

Even with the windows open this room can become hot. Portable fans are kept in the storage room off the main hall.

Heating

Low background heating is provided during the winter months by two storage heaters. The primary source of heating is by two fan assisted convector heaters to the left and right of the entry doors. These are operated by a pound coin meter situated in the electrical area at the end of the corridor past the kitchen. The meter is clearly marked "No 4 Meeting rooms panel heaters".

Hearing loop

The amplifier, mixer etc. are housed in a wall mounted box to the left of the serving hatch. The system is pre-set and only needs to be switched on at the socket behind the large wooden box which houses the piano. The system is used with the radio microphones – hand held or lapel. These are kept in the drawer to the left of the refrigerator in the kitchen. There are no loudspeakers associated with the system so as one speaker put it "if you can't hear me – get a hearing aid!"

The microphones run off rectangular 9-volt batteries. Hall users should supply their own batteries. To use the microphone, press the on/off button and a green light will show. Pressing the button again will put it in standby mode and a red light will show. When completely finished with the microphone hold down the on/off button until no light shows and return it to the kitchen drawer.

Floor

The vacuum cleaner is kept in this space and users are expected to make sure that the carpeted floor is clean at the end of the let.

3 Main Hall

This hall measures 9 x 17 metres.

Heating

There are 6 panel heaters, three on each side and these are operated by two one pound coin meters situated in the electrical area in the corridor beyond the kitchen. One labelled "Meter 1 Main Hall – west wall" controls the 3 heaters on the outside wall with the single fire door. The other labelled "Meter2 Main Hall east wall" controls the 3 heaters on the wall adjacent to the corridor. There is no background heating in the large hall.

Ventilation and blinds

Large hall velux roof lights. These can be opened using a remote control. The remote control and batteries are kept in the kitchen drawer to the left of the refrigerator (However, note that there is a sensor that prevents them being opened if it is raining. If the windows are open and it starts to rain the windows will automatically close.) The same remote control also operates the black out blinds which are incorporated in the velux windows.

To use the remote control insert 3 AA batteries. There appears to be no standby mode so please remove the batteries after use. On installing the batteries the screen on the remote control will show "VELUX". After a while the display will show House, No 1 window. If you want open this window press the lower part of the circular control. To close press the upper part of the circular button. If you want to open another or a different window you can toggle through the windows 1 – 6 using the two centre keys beneath the screen. The All windows function does not work – each window must be opened separately.

Each window has an integral blind which can also be closed with the same remote control. Continue to toggle using the two centre keys until Blind 1 shows on the screen. Open or close the blind using the circular button. There is no Blind 7 and the option all blinds does not work.

Alternatively if you only want to open a particular window or close a particular blind on inserting the batteries press Locate (top left key below screen). You can then select either a window or blind menu. After selecting you will be given a list of the six windows. Select the window required and proceed as above.

The windows are numbered sequentially, number 1 being nearest the stage on the corridor side.

Please ensure all windows are closed on leaving the hall.

Stage

The stage is a modular system comprising 24 units measuring 75 x 75 centimetres and 75 centimetres high. There is an assortment of railings and steps. It can be set up in any position in the hall and in any configuration. Normally it is set up with 16 units (two rows of 8) along the south wall. If the stage is moved please replace it centred on the two marks on the skirting board to ensure access to the hearing aid control box on the east wall and the fire door on the west wall. The remaining 8 units are stored on their trolleys in the chair store. Individual units or combinations of units can be used as additional tables. The black bag of spacers (green and blue) is kept in the chair store.

Stage lighting

Instructions and manuals are in the control console between the chair store and the fire door.

PA System and hearing loop

Instructions and manuals are in the control console between the chair store and the fire door.

Hanging rail

Drawing pins, blue tac etc must not be used on the walls. A brass rail is provided for hanging decorations. It can also be used to string fairy lights or decorations across the hall. The hall owns fairy lights which can be provided on request.

Floor

The floor is a Junkers hardwood sprung floor. It is marked with a full size badminton court.

Chair and Table store

There is a storage plan on the inside of the chair store door at the rear of the hall beside the PA and Lighting console.

4 Toilets and Cleaners Cupboard

Water supply

The hot water is supplied by a separate tank from the kitchen. If hot water requires a boost please refer to the general information on Kitchen.

Heating

Heating is by off-peak storage heaters

Gents

There are three urinals, one cubicle and three wash hand basins.

Ladies

There are five cubicles and four wash hand basins.

Disabled toilet

There is a single toilet and a baby changing table.

The cleaner's cupboard is accessed from inside the gents. It must be kept locked. The key is kept in the top drawer to the left of the refrigerator in the kitchen. A small stock of toilet rolls and paper hand towels is kept in the cupboard beneath the kitchen sink.

5 Lobby

Telephone:

The telephone is owned by the hall. Any faults must be reported to the committee and not to BT. The minimum call charge is 30 p. **Dial first and only put money in when the person you are calling answers.**

Heating:

One storage heater

Fire safety:

The outside door is a fire exit and must not be obstructed. The door to the corridor must be kept closed.

6 Corridor and Electric Meters and consumer units

This is a fire exit and must not be obstructed. The two water fire extinguishers must not be removed from their brackets except in the event of a fire (they are not door stops). The fire door beyond the entrance to the kitchen is the only door with an intumescent strip. It must be kept closed at all times.

Beyond the corridor fire door are the electric meters and consumer units. There are four one pound coin meters.

Meter 1 "Main Hall – west wall" controls the 3 heaters on the outside wall with the single fire door.

Meter 2 "Main Hall east wall" controls the 3 heaters on the wall adjacent to the corridor

Meter 3 "Kitchen cooker and wall heater"

Meter 4 "Meeting rooms panel heaters"

Beneath the coin meters are the switches for water heating. Instructions for boosting water heating can be found in the Kitchen information.

7 External Facilities

a. Outside store

The outside store opens onto the decking. It contains plastic chairs for outdoor use, a selection of wooden tables, sports equipment.

b. Car Park

Please ensure the cars are parked so as not to prevent access to the disabled parking bays or the fire brigade hut.

c. The Drill Hall (Beechgrove) Garden

This garden belongs to the hall. Please ensure that the gates are kept shut to minimise rabbit damage.

There is a path beginning from the fire brigade hut that leads to the seashore. There are seats and picnic areas.

d. Playing Field

The playing field belongs to and is maintained by the hall.