

# Wolvey Village Hall Foundation CIO

<b>Hirer Information</b>	
<b>Getting There</b>	The postcode for the Hall is LE10 3LJ, and there is on-street parking in The Square, and on School Lane.
<b>Unlocking</b>	There is a key safe beside the doors to both the main hall and the small room, and the code will be provided on receipt of payment.
<b>Lights</b>	<ol style="list-style-type: none"> <li>1. The outside lights are on a timer. Please do not change these.</li> <li>2. The light switches for the <b>small room</b> are to the left of the door if accessing from the outside, or to the right of the door if accessing from the main hall.</li> <li>3. The switch for the <b>foyer</b> lights is to the right of the entrance door.</li> <li>4. A switch to the right of the door to the main hall illuminates a single light that will enable you to find your way around.</li> <li>5. The light switches for the <b>main hall</b> are in the kitchen on the reverse of the pillar to your left as you enter. For most users, the three marked "Fluor" are all that will be needed. There is a colour coded key sheet above the light switch panel for explanation.</li> <li>6. The light switch for the <b>cloakroom</b> area is to the right of the access door from the main hall.</li> <li>7. The <b>toilets</b> are individually switched as you enter.</li> <li>8. The emergency exit lights should be illuminated when the hall is in use.</li> </ol>
<b>Furniture</b>	<ol style="list-style-type: none"> <li>1. The <b>main hall</b> is equipped with 20 folding tables (more can be made available on request), and 100 stacking chairs.</li> <li>2. The <b>small room</b> is equipped with 20 soft chairs.</li> <li>3. The <b>office</b> is furnished to request.</li> <li>4. Children's tables &amp; chairs can be provided on request.</li> <li>5. Other furniture combinations must be requested at the time of booking.</li> </ol> <p><b>Please do not drag furniture across the floor.</b></p> <p><b>Please fold the table legs with the tape on them first so that they stack flat.</b></p>
<b>Internet</b>	There is a high-speed broadband connection throughout the building discoverable as <b>Wolvey Village Hall</b> . The logon password is displayed on the noticeboard
<b>Heating</b>	The heating will be set before your arrival. You cannot change this. <b>UNLESS OTHERWISE SPECIFIED, THE HEATING WILL BE SET TO 19 °C IN THE WINTER. IF A LOWER TEMPERATURE OR NO HEATING AT ALL WOULD BE BETTER (eg: for sporting events or active children's parties) WE WOULD APPRECIATE YOU LETTING US KNOW SO THAT WE CAN CONTINUE TO KEEP COSTS LOW.</b>
<b>Cooling Vents</b>	Over and above the ventilation provided by opening the windows and doors, additional airflow can be obtained in the main hall by opening the roof hatches using the boat hook located by the tall metal cupboard at the far end of the kitchen to move the ring located on the back wall to its lower hook position.
<b>Fans</b>	<ol style="list-style-type: none"> <li>1. Use "Xpelair" controller in the kitchen (below electric wall cupboard). Select air direction up/down. Turn on (fan symbol). Select minimum speed required – NOT TOO FAST!! <b>The maximum speed is marked.</b> Turn off when leaving or not required.</li> </ol>
<b>Cleaning</b>	<ol style="list-style-type: none"> <li>1. Disinfectant wipes and sprays are located in the kitchen for additional Covid precautions.</li> <li>2. Mops, Buckets, &amp; Brushes can be found in the tall metal cupboard in the corner of the bar area.</li> <li>3. A Hoover can be provided on request</li> <li>4. All rubbish must be removed to the outside bins in the car park at the end of the hire period.</li> <li>5. Please leave the Hall as you found it.</li> </ol>

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<b>Kitchen</b>	<ol style="list-style-type: none"> <li>1. <b>The kitchen has not been inspected by the Food Standards Agency, and therefore food cannot be made on the premises for sale or supply to the public.</b></li> <li>2. Cloths &amp; tea towels must be requested at the time of booking – an additional charge may be made for laundry.</li> <li>3. There is a good supply of mugs and cups and saucers.</li> <li>4. There are around 20 place settings (Dinner Plate, Side Plate, &amp; Bowl) available.</li> <li>5. There are around 60 of each Pint Glasses, Highball Tumblers, and Tulip Wine Glasses.</li> <li>6. There is a selection of cutlery available – at least 20 place settings.</li> <li>7. There are large tea and coffee pots.</li> <li>8. A hot water boiler is provided for your use. When full this will take approximately 45mins to 1 hour to boil. It does NOT turn itself off and MUST be turned off manually once it is boiling.</li> <li>9. There is a modern domestic size electric cooker however, we suggest it only be used for reheating or keeping food warm.</li> <li>10. There is a fridge/freezer available for your use – please don't forget to leave it empty.</li> <li>11. <b>Please ensure everything is washed up and put away where you found it otherwise a deduction may be made from your deposit.</b></li> </ol>
<b>Bar</b>	<p>Hirers will be required to bring their own drinks or arrange a licensed bar if drinks are to be sold.</p>
<b>Toilets</b>	<p>The toilets are equipped with toilet rolls and hand soap and there are warm air hand dryers. There are sanitary disposal bins in the ladies' toilet. There is a baby change area in the disabled toilet with a nappy disposal bin.</p> <p>If the main hall is in use, users of the small room will need to go around the outside of the building to access the toilets via the main entrance.</p>
<b>Fire</b>	<ol style="list-style-type: none"> <li>1. There are fire alarm points by each of the fire escape doors;             <ol style="list-style-type: none"> <li>a. the Main Hall entrance door.</li> <li>b. the fire escape door from the main hall.</li> <li>c. the door from the Kitchen to the Garden.</li> <li>d. the door from the small room.</li> </ol> </li> <li>2. There are Fire Extinguishers by;             <ol style="list-style-type: none"> <li>a. the Main Hall entrance door.</li> <li>b. the fire escape door from the main hall.</li> <li>c. Either side of the stage.</li> <li>d. In the kitchen to your left as you enter (there is also a fire blanket).</li> <li>e. In the Small Room beside the bar door.</li> </ol> </li> <li>3. The Fire Assembly Point is by the plinth in The Square.</li> </ol>
<b>First Aid</b>	<p>A wall-mounted first aid kit is located in the kitchen opposite to the entrance door. <b>Please inform Wolvey Village Hall Management Committee if you use anything from the kit so that it can be replenished.</b></p>
<b>Leaving</b>	<p>The hall is an old building, and it suffers from condensation and damp. To maximise ventilation and air flow, when leaving, please open all curtains including the stage curtains, and leave all internal doors open.</p>
<b>PA System</b>	<p>The main hall is equipped with a 4-zone PA System which is housed in a secure cabinet on the stage. The amplifier is always on, and is set to play on all speakers. To use the system;</p> <ol style="list-style-type: none"> <li>1. Plug in the amplifier (the plug will be hanging to the left of the cabinet) and press the reset button on the socket – the green light under the cabinet will</li> </ol>

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come on.

2. Plug a jack-plug type microphone into any of the sockets to the right of the stage as you look out, with the one on the left being the primary channel 1.
3. For operation from the middle of the hall there is an additional jack plug socket behind the curtains to the third window from the stage.

If you require the use of the village hall's microphone, you will need to inform us at the time of booking. There are also leads to connect a USB and/or AUX (3.5mm Jack) device (you will need to bring your own adapter if you wish to connect a phone). All are stored inside the cabinet, the keys for which are in a key safe to the left of the cabinet above the jack sockets. **If you need to use the PA System and/or leads, you will need to let us know, and we will provide the code for the key safe.** This is so that we can ensure everything is correctly stowed for the next user in our post-event checks.

**It should be noted that the PA system volume is set to a level where there is no feedback – it is not loud enough for a full disco. Please do not adjust the volume or any of the settings.**

**PLEASE ENSURE THAT YOU SWITCH THE AMPLIFIER OFF AFTER USE.**