

LANDSDOWN HALL AND GALLERY

INDUCTION PACK FOR HIRERS

Hall Hire

Hirer entrance via the Office Door/Back Stage entrance, using Keysafe to unlock and disable/set Alarm (*see separate instructions for details and codes*)

Green Room – Keys to the Customer PA and the window blind remote control are on the hook to the left of the door

Office – always secured when not staffed

Kitchen. Please turn on the light (switch on left) and take care on the steps.

The kitchen is available to make drinks and snacks. If you use our tea/coffee please leave a donation in the box provided. The fridge is also available for you to store refreshments. (*If you are providing refreshments for your audience please discuss hire arrangements with the Venue Manager*)

Back Stairs. Please take care on these stairs and walk on the WIDE part of each step, using the handrail.

Hall Lights. The control panel for the Hall lights is at the top of the stairs on the left. *See separate instructions for suggested settings*

Customer PA. If you are using the customer operated PA please make sure you have the operating instructions and have been shown how to use.

Stage. The stage will be set to your requirements prior to your event. *Please check with the Venue Manager or Technician if you need any changes made to the stage position*

Main Fire Exit. These double doors lead to Bank Gardens and can be opened for added ventilation during daytime classes. (*please be aware that you may have to deal with some unexpected visitors from the park so opening may not always be appropriate*).

These doors must ALWAYS be kept closed during evening performances and only used during emergency evacuations. Also used by arrangement as the accessible entrance where steps must be avoided.

Windows. The small round windows are the main source of ventilation and are opened/closed with the attached ropes. The shutters over the main part of each tall window are opened/closed with the pole. Again, these windows MUST be kept closed during evening events particularly involving loud music.

Chairs. The chairs are stored on trolleys at the back of the Bar. *Please see separate instructions for handling chairs and check your hire arrangement/layout with the Venue Manager*

Heating. The central heating is controlled by the thermostat which is set at 20 degrees. The radiator valves are set at 3. If you wish to change these settings please make sure you return them to the default setting at the end of your hire.

Toilets. The door in the Hall next to the Bar leads to a Ladies and an Accessible toilet. The Gents is outside the Hall at the top of the Main Staircase. These toilets will have been checked ready for use by the Venue Manager or Duty Manager in advance of your hire.

Tech Gallery. The Tech Gallery (above the toilets) and ladder access (on the landing) MUST only be used by trained and authorised people. Check your hire agreement with the Venue Manager for who has access during your hire.

Main Staircase. These stairs are for use by the public entering the Hall for an event. The double door main entrance is at the bottom of the stairs. *See Entry/Exit procedures for opening/closing rules)*

Back Stage. Behind the Stage is a corridor and storage space. Small round tables are stored under the shelves near the back staircase. At the other side of the back stage is a Green Room/Dressing Room and a Hirers toilet. There is also a Fire Exit door leading to Bank Gardens. Please note: this door is ALARMED so must not be used except during emergency evacuations