

Village Hall Information Booklet

RESPONSIBILITIES

Persons hiring or using the Wherwell Village Hall, including the kitchen, bar, stage and external areas do so at their own risk. They are responsible for informing any other person who is on the premises at the time that they also are using the hall at their own risk. The Hall Trustees, and the Hall Management Committee will not be held liable for any accident or injury to any person or article during the period of hire.

During the period of hire, the person responsible for booking the hall will be accountable for any willful or negligent damage to the hall or loss of hall equipment.

FIRE

Before using the hall the person responsible for the booking is to make themselves familiar with the fire escapes and location of fire extinguishers. They are also to inform those present the action to be taken in the event of fire.

NOTE: There is no operational public telephone nearby.

WHERWELL VILLAGE HALL

Thank you for using our Village Hall for your event. To help ensure you obtain the best use from this venue, we have provided this booklet containing all the information you need about using the Village Hall safely.

Please refer to the Village Hall Layout diagram in conjunction with these notes (see page 4).

OPENING THE HALL

The hall has a combination lock that is changed frequently. The Booking Secretary will provide a code specifically for your event. (07519 357593)

LIGHTING

Two switches situated inside the hall on the wall adjacent to the entrance to the Gents toilet (4) control the main hall lighting. The main lights can be dimmed by either switch in the small vestibule (4a) or one on the wall behind the right stage room door (4b). Both switches are white and have a single spring loaded switch that should be pushed and held down to either dim or brighten the lighting. You will find other switches to control other hall and stage lighting adjacent to the dimmer switches.

Use the timer push switch (6) to provide enough lighting for you to leave the hall, lighting will later switch off automatically. Should the external/ security lighting be required for longer, operate the RH switch above the push switch. Ensure that it is switched OFF when leaving.

Lights for the bar are situated on the wall behind the counter. The kitchen lights are on the right hand side as you enter the kitchen and also on the opposite wall.

If you are using the meeting room, which is accessed through either of the two stage doors, the light switches are on the wall just before the back steps.

The hall uplighters are controlled by a combined switch and dimmer (7).

HEATING

Timer controls for the heating are situated in the corner cupboard in the meeting room (1). These should not need adjustment. If for some reason the heating has not come on, press the BOOST switch in accordance with instructions adjacent to the controls. **DO NOT ADJUST THE THERMOSTAT** (near the RHS front stage door).

PA SYSTEM

A radio microphone is available on request. Please speak to the Booking Secretary when booking your event if you wish to use it. Separate instructions provided.

LOOP SYSTEM

The assisted hearing loop system amplifier is located in the cloak room under the main switchboard (8). Plug the amplifier into the mains socket and switch ON. No further action is required. Please switch OFF when finished using the system.

KITCHEN EQUIPMENT

A Master Switch (3) controls all the air and water heating and is situated next to the shutter. A red light comes on to advise the power is available. The hot water heater for the nearest sink comes on automatically. The switch for the other sink hot water heater is the illuminated button (2).

PLEASE SWITCH OFF THE MASTER SWITCH WHEN LEAVING

TABLES and CHAIRS

These are provided for use inside the Hall and are NOT to be used outdoors.

BAR AREA

The switch for the hot water tank is inside the sink cupboard alongside the switches for the fridge/ freezer and bottle cooler (8).

PLEASE SWITCH OFF AFTER USE AND LEAVE THE FRIDGE DOOR AJAR

SAFETY

Emergency Exit Doors are situated in the bar area leading to the rear of the hall and main entrance.

Fire Extinguishers are shown on the Hall Layout diagram. A fire blanket is provided for use in the kitchen.

To Open all Doors in case of Emergency, keys are in the locks of all doors other than the bar door.

PLEASE DO NOT REMOVE ANY OF THE KEYS

The entire building is a NON SMOKING area. If you do smoke outside, please respect our neighbours and the surrounding area and dispose of cigarette butts thoughtfully.

NOTE: There is no operational Public Telephone nearby

CLOSING THE HALL

Clear up any rubbish and clean and put away tables and chairs before you leave. There is a rubbish bin in the kitchen and dustbin outside.

Ensure all internal and external lights are switched off and check all windows are closed. If you use the PA System, please check the main switch is OFF.

Exit the Hall by the front door. The porch light switch (7) is outside the Hall main doors. Please switch it OFF.

If you have any comments or suggestions, please direct them to the Booking Secretary.

We hope you have enjoyed your experience in the hall and hope you will return again soon.

THANK YOU.

