

Southwater Village Hall, Church Lane, Southwater RH13 9BT

OPERATING INSTRUCTIONS - INFORMATION FOR HALL USERS

Access to the Hall

You will be provided with a key token. Swipe this across the key pad located on the left side of the main door. You will hear it click and a green light will come on when you can open the door

EMERGENCY PROCEDURES

There are copies of the emergency procedures in the Foyer corridor including a plan of the Village Hall which shows the location of the fire exits

Please make sure that you are familiar with these procedures and the location of the fire exits in case of fire.

FIRE AND OTHER SAFETY PRECAUTIONS

NO SMOKING, NAKED FLAMES OR FLAMMABLE SUBSTANCES OR MATERIALS ARE ALLOWED IN THE VILLAGE HALL

DECORATIONS MUST NOT BE PLACED NEAR OR TIED TO LIGHTS AND NO ADDITIONAL HEATERS MUST BE BROUGHT INTO THE VILLAGE HALL

ANY ELECTRICAL EQUIPMENT BROUGHT TO THE VILLAGE HALL MUST BE IN GOOD CONDITION AND USED IN A SAFE MANNER. ALL ELECTRICAL EQUIPMENT SHOULD BE PAT TESTED AND COMPLY WITH HEALTH AND SAFETY EXECUTIVE REGULATIONS. FLEXIBLE CABLES SHOULD BE POSITIONED AND PROTECTED SO THEY DO NOT CONSTITUTE A TRIPPING HAZARD AND ARE SUBJECT TO MECHANICAL DAMAGE

THE COOKER AND WATER BOILER IN THE KITCHEN SHOULD NEVER BE LEFT UNATTENDED AND TURNED OFF WHEN NOT IN USE

NOISE

WE HAVE NEIGHBOURS! IF POSSIBLE KEEP WINDOWS AND DOORS CLOSED WHEN MUSIC IS PLAYED. PLEASE KEEP NOISE LEVELS DOWN OUTSIDE THE VILLAGE HALL PARTICULARLY IN THE CAR PARK AT THE END OF YOUR FUNCTION

First Aid Box

This is located in the Green Room

Accidents

An accident should be reported in the Accident Book which is kept in the Green Room by the First Aid Box. Please also advise the Booking Secretary

Heating

The heating in the main hall is provided by two gas heaters on the side of the Hall which are controlled by time switches and thermostats. This can be adjusted but can you please return this to the setting you found. The rest of the Village Hall is heated by radiators and is set and cannot be adjusted.

Toilets

The lighting and the ventilation fans for the toilets are operated by PIR switches. This means that they will come on automatically when you walk in and will turn off a few minutes after you leave. The flush for the urinals in the Male Toilet is automatic

Sanitary towels and nappies should not be flushed down the toilet. There are bins provided.

Tables and Chairs

Tables and chairs are stacked in the Store Room. The two small trolleys each hold 18 chairs. They are relatively easy to manoeuvre into the Main Hall. Before unloading apply the brakes on the two wheels with your foot. Do not use your hand as the edges are sharp. The two small bars can be removed to make unloading the chairs easier. If you need more chairs there will be some on the Stage. If you need more use the chairs on the large trolley. This is more difficult to manoeuvre so please take care. When reloading the trolleys, the small trolleys take nine chairs each side and the large trolley 18 each side. Please do not exceed these numbers.

The small chairs in the Store belong to the Pre-School and are not to be used

Main Kitchen

The cooker has an electric fan assisted oven and a gas hob. The main switch to turn on the cooker and the hob are on the wall in front of you along with the switch for the extractor fan. Please do not force the cooker knobs. If you are going to cook you will need to bring your saucepans, baking trays and cooking utensils.

The switch for the Lincat water boiler is on the wall beside it.

You will also need to bring your own tea towels and washing up liquid.

Please leave the kitchen clean and tidy

Children's Parties

For children's party bookings there are chairs and tables especially for young children. These are found on the left hand side of the Stage behind the curtain. Care needs to be taken lifting these down. Please return as found.

Lighting and Power Circuit Failure

In the event of a failure in any or all of the lighting circuits the emergency lights will come on immediately. The 'fuse box' for both the lighting and the power is located at the back of the Main Hall in the cupboard to the left of the fire exit. To get to this you will need the ladder which is kept on the back wall of the Stage.

WHEN YOU LEAVE

Can you make sure the Village Hall is left clean and tidy. There are brooms, etc. in the cupboard in the Green Room.

Make sure that all the lights are switched off in the Main Hall, the Kitchen, and the Robert Piper Room. The lights in the toilets, the store room, the Green Room and the Foyer will go off on a timer so don't worry if they are still on when you leave.

The outside lights will come on automatically when you leave. These will turn off automatically after a few minutes.

Pull the door closed firmly and checked that it has locked.

Return the key token to the Booking Secretary or nominated contact.

Please report any damage or breakdown of any equipment or any accidents to the Booking Secretary as soon as possible

Southwater Village Hall Management Committee
September 2018