

## **Barton Bendish Village Hall User Guide**

Welcome to Barton Bendish Village Hall. We hope you have an enjoyable event.

Your host will open up the hall for you at the start of the hire period and show you the facilities and important controls etc. They will also close the hall on completion unless other arrangements have been made. In the event that you leave the hall before seeing your host please close the hall down (see below) and leave.

If you have any queries that arise during your event, please call one of the list of trustees shown at the end of these instructions.

**Children's Parties.** Small internal bouncy castles are acceptable providing they are dry when erected. There is space outside for other bouncy castles, but please make sure it will be available for your hire as we erect a stretch tent in the summer months in the garden'

**Wiggle cars** and the like however are not permitted in the hall as they damage our floor finishes.

**Storage Cupboards.** Please keep both storage cupboards locked shut during general use of the hall.

**Tables:** The Hall has 12 large tables (1830 x 610mm) and 6 small tables (915 x 610mm) These are stored in the left-hand storage cupboard. There are also 8 bar tables 600mm diameter, available for standing receptions. Please wipe down and put away all tables after use.

**Chairs:** The Hall has 90 upholstered chairs and 29 plastic chairs. 50 upholstered chairs are stored in the right-hand cupboard. If you need more chairs, please arrange with your host to get them down from the loft space. Please wipe down and put away again after use. There is a chair trolley for ease of storage. Do not stack greater than 10 high.

**Windows:** The windows can be opened as required. There are steps in the Left-hand storage cupboard for reaching the top-lights if necessary. The two Velux rooflights are electronically controlled from the buttons on the North wall of the hall. Please ensure all windows, including the Velux, are closed upon completion of your hire.

**French Doors** give access to the Terrace. Push and turn the knobs away from the centre to open. There are external hooks to hold open if required to avoid slamming or caught fingers, please use them. To lock again, raise the handle and turn the knobs towards the centre of the doors until locked. Please lock these doors on completion of your hire.

**Emergency Doors.** As above. To unlock simply press the escape bar. To lock pull shut with the escape bar lifted. Please lock these doors on completion of your hire.



**Blinds:** The hall is equipped with vertical blinds. The Velux windows have electronically controlled blinds which are controlled from the buttons on the north wall of the hall. There are blackout panels for the glazed doors and small window. Please ask your host if these will be needed. Please leave all blinds open on completion of your hire.

**Floor:** The floor is hard wearing oiled oak. Spills should be wiped dry with a damp cloth as soon as possible and liquids should not be left on the floor for any period of time. Please sweep or vacuum the floor on completion of your hire. There is a vacuum cleaner, broom, dustpan and brush in the left-hand storage cupboard.

**Walls:** Please do not stick or pin anything to the walls or doors, not even with sticky tack. Despite claims to the contrary, they do mark. There is a picture rail which can be used to hang visual display material as necessary. Please ask your host for picture rail hangers.

**Free Wi-Fi:** The hall is equipped with free wi-fi from BT. The hall is also equipped with a local area network, with outlets in two floor socket boxes and in various locations on the walls. This facility is a slower speed connection suitable for most uses. If a higher speed connection is required, please ask your host for the password.

**Induction Loop:** The hall is equipped with an induction loop. Hearing aids should be set to 'T' where required.

**Audio Visual:** The hall is equipped with the following AV equipment:

**Media centre:** To the left of the left-hand storage cupboard is a 'media centre'. There is an input jack for phones, tablets, mics and other audio devices. Volume should be controlled by the connected device. (NB there is an amplifier in the storage cupboard pre-set to balance all of the equipment and this should not be touched!)

**HDMI:** There are two HDMI input locations, one below the projector and one at the Audio centre. These are pre-connected to the projector. There is an HDMI cable in the left-hand storage cupboard.

The Audio switch must be turned on (amber neon light) to facilitate use of the audio-visual system. Please switch it off on completion of your hire.



**Visual:** There is a high-level projector in the hall with a simplified remote control in the left-hand storage cupboard. There is a drop-down screen 3.5m wide, with a remote controller in the left-hand storage cupboard. The projector is pre-focussed for this screen. There are two high quality speakers either side of the projector screen, pre connected to the A/V system.

Relevant cables and controllers are all stored in a wall mounted rack in the left-hand storage cupboard. Please ensure all cables and controllers are replaced in the holder upon completion of your hire.

**Fire:** The hall is equipped with appropriate fire extinguishers. In the event of a fire, please get everyone out of the building via any of the identified escape routes shown on the attached plan. If it is safe to do so try to extinguish the fire, or call 999, fire service and any other emergency services as may be required. Please also call the trustees as soon as possible, (after calling the emergency services).

**Facilities:** The village hall is equipped with male, female and disabled toilets and is fully DDA compliant. The disabled WC has a call alarm which will sound and flash when activated. Please provide aid as necessary. The alarm can be reset from two locations, inside the WC on the wall by the door or from the corridor to the top right of the door.

**Baby Change Unit:** There is a baby change unit in the disabled WC. Please wipe clean and stow away following use as required.

**External:** There is a terrace and lawned areas available for use as required, along with picnic tables. There are further external chairs available on request, please ask your host if these are required. Please leave these areas clean and tidy on completion of your hire.

### Heating Controls:

The main hall is heated by 5 No. Far Infrared wall mounted heaters although only 3 are generally needed and therefore pre-switched. They are turned on or off using the thermostat by the entrance doors. Simply turn the thermostat up to the desired temperature. It will take 15 – 20 minutes or so to bring the room up to temperature in normal circumstances. If more heating is required, the remaining two heaters can be turned on at the wall adjacent the right-hand storage cupboard. Please turn the thermostat down to 5 degrees upon completion of your hire.



The lady's toilet is heated by an older style panel heater. This should be switched on when required by the switch on the front of the heater. (Make sure the spur is also switched on [red neon light] just outside the door to the lady's toilet). Please turn off on completion of your hire.

The other toilets and the entrance lobby are set to a frost protection mode. To set to heating mode:

- Press Menu Button
- Press Up to highlight the Hand icon
- Press Enter Button
- Ensure 'On' is flashing
- Press Enter Button again. The display will show the set point temperature

To return to Frost protect mode

- Press Menu Button
- Press Up twice to highlight the snowflake icon
- Press Enter to confirm. The display will show 7° and the snowflake symbol

Kitchen: The heated towel rail/radiator should be turned on at the switched spur at the bottom left. The chrome dial on the bottom right has a '+' sign which will set the heater to one of five heating levels as required. Please turn off, (or down to one in winter periods) upon completion of your hire.

If heat is not required, the drying function can be turned on by pressing the clock symbol. This will operate the drying function for 2 hours before automatically reverting to the previous setting.

**Servery Shutter:** The shutter is electrically controlled by the key switch to the top left of the servery. In the event of a power failure, there is a manual handle clipped to the kick-space below the servery counter. It is also on a fusible link and will shut automatically in the event of a fire.

**Hot Water:** Hot water is provided by an immersion heater, the switch for which is on the wall to the right of the hob in the kitchen and is labelled accordingly. Please turn off upon completion of your hire.

**Hot Drinks:** The kitchen is equipped with two kettles ideal for occasional hot drinks. The kitchen is also equipped with a Burco water boiler. Please don't use this for occasional drinks as it uses significant energy. However If your function requires a significant number of hot drinks, then the boiler is more convenient. The unit can be turned on and off from the adjacent plug.

**Hot cupboard:** The kitchen is equipped with a hot cupboard for keeping food or dishes warm. Turn on at the labelled plug. Turn the control knob to the desired setting; this will illuminate the amber neon. When the amber neon goes out, the appliance has attained temperature. Periodic illumination of the amber neon indicates the thermostat controlling the element to maintain a constant temperature. Please turn off at the labelled plug on completion of your hire.

**Hob, Oven, and Cooker Hood:** The instructions for these appliances are in the middle draw of the kitchen draw unit. Please replace them after use.

**Storage:** Any existing provisions in cupboards or the fridge/freezer will belong to other hirers and should not be used without permission. You should bring your own provisions where required.

**Catering equipment:** The kitchen is well stocked with a range of catering equipment, cutlery, plates, cups, glasses, and the like. Please wash, clean, and put away as necessary on completion of your hire.

**Cleaning equipment:** The kitchen is equipped with a stock of cleaning products and equipment to facilitate leaving the hall clean and tidy on completion of your hire.

**Rubbish:** Rubbish should be separated between recyclable and general waste, (which includes food waste). Bins should be emptied into the appropriate external wheelie bins on completion of your hire.

**Lighting:** Please turn off all lights on completion of your hire.

**Defibrillator:** There is a defibrillator outside, mounted on the front wall of the hall. The access code is shown on the notice board.

### **Completion of hire checklist:**

- **Tables and chairs stowed away**
- **Windows and doors all closed/locked, blinds open**
- **Floor swept**
- **AV equipment turned off (Audio/Projector/Screen)**
- **AV cables and controllers all present and stowed.**
- **Heating all turned off/down (Lobby, 3 toilets, kitchen and main hall)**
- **Immersion heater turned off**
- **Water boiler turned off**
- **Hot cupboard turned off**

- **Rubbish removed.**
- **Lights all off**
- **Clean and tidy.**

## **Late Night Guidance Note**

### **Restrictions:**

Please note the Village Hall Premises Licence under which we operate restricts use of the hall for any licensable activity to the hours between 09:00am to 11:00pm. Effectively this means that hire outside of those times can only be for preparation for, or clearing up after an event.

**Please ensure your event does not continue past 11:00pm**

(This does not include clearing/cleaning up.)

### **Respect for others**

The Village Hall is the centre of our quiet rural village, and we respect the privacy and amenity of our neighbours. Please be respectful of the village community both during and after any event, but particularly those finishing later in the evening.

Please ensure you and your guests leave the premises in a quiet and orderly manner, causing as least disturbance to others as possible.

Thank you for your consideration.

The Trustees hope you enjoyed your event and look forward to seeing you again soon.

### **Barton Bendish Village Hall Trustees:**

Tim Webster – Chairman	07557 100654
Chris Parsons – Secretary	07769 720976
Robin Simon – Treasurer	07777 638488
Mary Simon – Booking Secretary	07776 141804
Paul Swallow	07796 382467
Becci Keith	07752 067537