

LYDFORD ON FOSSE PARISH HALL USERS' GUIDE

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When the hire period starts, you should find that the Parish Hall has been cleaned and prepared for you ready for your event. Please leave the Hall in the same state in which it was found:

- Please take all your rubbish with you - we have no refuse collection.
- Please ensure that you and your team have cleaned up and removed all of your personal items by the end of the hire period.
- Return all equipment to its original place.
- Ensure all lights, cookers and heaters are switched off (except the toilet anti-frost heaters which MUST be left ON, see 2b).
- Ensure all doors and windows are closed and locked and the curtains on the windows are drawn.

N.B. The cost of the lighting is included in the hire fee, as is the anti-frost heating in the toilets and all water heaters. Slot meters are used for the ceiling heaters in the main hall and the wall heater in the kitchen.

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1. LIGHTING

The main hall and outside light switches are all on a panel to the left of the main door as you enter

1a Main Hall

There are two switches to turn on the ceiling lights. They are on the left of the top row of the panel, marked '**Strip Lights**'. Additionally, there are wall-mounted up-lighters which can be dimmed; the controls for these are located on the back wall in the right-hand corner. Press the dimmer switches in and then turn to control brightness.

1b Outside Lights

The outside "**Porch**" light is on a three-position switch. In the **up** position, i.e. the top part of the switch is pushed in, a sensor situated outside the Hall is activated in order to turn on the porch light when it detects movement after dark and then off again after a delay; in the **central** position, it is permanently on; in the **down** position, permanently off. The switch should be left in the **up, sensor on**, position at all times. The driveway light and car park floodlight on the corner of the Church are operated by the "**Path light**" switch and will only come on at night. These lights may also be controlled by a switch in the Church. The "**Corner**" switch operates the light on the outside corner of the Hall near the emergency exit and the stage doors.

1c Emergency EXIT Lights.

The switch marked "**Emergency lights**" on the main hall lighting panel will illuminate the Exit signs above the doors when switched on. If you are running an event covered by the Public Entertainment Licence, these **MUST** be turned ON. It is wise to keep them on at all times while you are in the hall. In the event of a power cut the emergency lights throughout the hall will come on automatically to assist your safe evacuation of the building.

1d Lobby, Kitchen and Toilets

Going through the push door to the rear lobby, there are three light switches on the wall directly ahead of you which control the lobby and toilet lights. On the wall, to the left of the kitchen door, are two more switches which turn on lights in the kitchen. There are additional lights switched from within the kitchen should you need them.

2 HEATING

2a Main Hall.

The control switches for the ceiling heaters are beneath the meter and control cupboard to the right as you enter the hall through the Main Door. Separate switches, numbered 1-6 control each heater and a red light on the heater will indicate when it is on. For the heaters to work there needs to be credit in the slot meter. This is situated inside the small hinged access compartment and only accepts £1 coins. See instructions pasted on the inside of the flap. NOTE: If you cannot reach the meter, please use the small step ladder from the kitchen and not a chair.

2b Toilet anti-frost heaters.

The tubular heaters in both toilets provide low-level heat in the event of frost and to help reduce condensation. They are designed for continuous use and are controlled by a thermostat. Please ensure that they are left switched ON.

2c Kitchen Heater.

The kitchen heater will only work if there is credit in the meter which is situated in the kitchen and takes 20p [from October 2017 the £1 slot will be blanked as the meter will not take the new £1 coins]. The power to the meter must be turned on by the switch with the red light to the left of the meter. When you have finished with the heaters please turn the power off to the meter (switch with red light to the left).

High-mounted fan heater (left of stage door): Using the small step ladder, put red switch in the up position (red lamp should glow) and then control the amount of heat using setting I or II.

3 WATER HEATERS**3a Kitchen**

Hot water for the sinks is provided by a hot water tank in the cupboard under the large sink and is turned On/Off at the switched socket in the cupboard.

Hot/boiling water for drinks is provided by an independent boiler next to the hatch. **PLEASE BEWARE:** the hot water dispensed from this boiler is close to **BOILING POINT**. To operate: turn on the wall switch to the left-hand side of the boiler. It takes about 15 minutes to heat up, after which it will deliver boiling water. You can either fill teapots or individual cups.

3b Toilet hand basins

The water is heated by the Triton wall-mounted heaters above the basins. To operate: first turn on the "over sink heater" switch on the wall to the left of the sink, then turn the grey knob on the basin unit to No. 2. Water will run hot in 30 seconds; turn knob back to No. 1 if too hot

4 KITCHEN HATCH SHUTTER

The switch controlling the hatch shutter is inside the kitchen to the left of the hatch. It is raised by pressing and keeping pressed, the button marked with an upward arrow and brought down with the other button; kindly see that the shutter is fully down to counter level. In the event of a power or mechanism failure, the hatch can be operated with a chain in the overhead compartment. This is not recommended for normal use.

5 FANS

5a Main Hall Ceiling Fans.

For your comfort, there are two ceiling fans in the Main Hall. These are operated from the panel below the Main Meter Cupboard (on the wall adjacent to the Main Door).

The controls are as follows: Firstly, put the right-hand switch to ON, then check that the small rocker lever is in the upper position. The speed of the fan can be regulated by turning the blue knob.

5b Kitchen Ventilation Fan

The XPELAIR ventilation fan is housed in the window above the sink. The operation of this fan is by means of the fan switch situated to the right of the hob unit.

6 THE COOKERS

The switch to turn on the power supply to the cookers is situated on the kitchen wall to the left of the hob unit. A red neon light indicates it is ON. Detailed instructions on the operation of the hob, grill and ovens are on the laminated sheets next to the cooker.

WARNING. Due to the siting of the ovens it is advised that children should not be allowed in the kitchen at any time. Other users should be aware that the oven doors become very hot when in use, and extra care should be exercised when placing food into the top of the ovens, as contact with the top element could result in burns to the hands. Always use oven gloves.

Please ensure all fat is scraped from plates and cookware before placing in the sink for washing. Failure to do this could lead to blockage of the drains.

7 WINDOW LOCKS.

Our insurance company requires us to keep all the windows locked when the hall is not in use. Should you need to open the windows to improve ventilation, the key to the window locks is hung underneath each window.

8 IN THE EVENT OF A WATER LEAK.

Turn off the water supply via the Main Stop Cock which is behind and to the left of the panel at floor level in the Gents toilet.

9 LOSS OF POWER TO SOME OF THE SOCKETS.

Electrical safety trips are fitted that will isolate the supply if a faulty appliance is plugged in. The trip switches can be found in the main fuse box which is high on the wall in the front left-hand corner of the hall. Circuit breakers for kitchen, lobby and stage are next to the kitchen rear exit door. Details are inside the fuse box housing. Should you require assistance then contact a member of the committee (see Section 13)

10 HEALTH & SAFETY INFORMATION.

10a H&S Safety Guide

The Health & Safety guide is kept on the lower shelf underneath the serving hatch counter. All Hirers MUST familiarise themselves with its contents and sign the relevant section to say they have read and understood them. Any queries or assistance you require should be sought from Neil Mitchell the Health & Safety person on 07891 435926 or 01963240159 or any member of the committee that may be present at the function. Except in an Emergency, fire extinguishers are not to be moved from their dedicated position. All hirers should also make the users of the hall aware of what to do in the event of fire; instructions are posted on the notice board near the main door as is a plan of the Hall highlighting the positions of the safety features (see also section 17 of this User Guide).

10b First Aid Box

The First Aid box is located in the lobby area on the wall to the right of the door from the mail hall. If any of the contents are used, please report the items to the Booking Secretary. Please remember to note any accidents in the Accident Log Book, complete an Accident Report form and give it to the Booking Secretary who will forward it to the Chairman. The book and the form are stored under the counter in the kitchen.

11 INTERNET ACCESS

Internet access is provided as a free service via our WiFi equipment; please refer to the notice board situated near the main door for the password. We have a small monthly usage limit so ask that the service is used responsibly: no illegal use; no posting of computer viruses or any other harmful code, or any material which is defamatory, offensive or obscene; no large downloads which may affect the ability of others to access the service. We cannot guarantee uninterrupted access and will not be responsible for: loss of income, business, profits, goodwill, damage to or corruption of data or indirect or consequential loss of any kind. Please treat the network as insecure taking care of your security of data or information.

12 NOTICE BOARDS

There are 3 notice boards in the Hall, 2 interior ones and one exterior.

12a Exterior notice board:

This is mainly for communication between the Hall and the public and can be used by users to advertise their groups and activities. Village interest notices e.g. Parish Council Minutes etc. are also acceptable. Posters advertising goods and services will be removed unless agreed in advance with the Chairman of the Parish Hall Committee.

12b Interior 1 notice board:

The large board just inside the main door is for use by the Parish Hall Committee to communicate with Hall users. No user specific information should be pinned to this board.

12c Interior 2 notice board:

The small board near the serving hatch is normally used for displaying menus, prices etc., but can, naturally, be used for other temporary purposes. Notices should normally be removed when the event is finished.

13 CARE OF THE HALL.

The Parish Hall Committee would like to think that we have a very pleasant hall and so, in order to preserve it, we would value your help in protecting floors, work surfaces and paintwork when moving equipment. Please, also, do not attach anything to the walls using Sellotape or any adhesive, including Blu-Tack, as the emulsion paint is likely to be removed together with the adhered item.

14 PARKING.

All vehicles must be parked in the Church car park. Should you need to load or unload awkward or heavy items into or out of the hall, you may park temporarily on the verge on the other side of the driveway, near the church wall. Never park on the drive itself; it is a right of way for our next-door neighbour. When leaving the premises at night please leave quietly.

15 ADDITIONAL HALL FACILITIES.

The following are available by arrangement with the Booking Secretary:

HEARING LOOP

SOUND SYSTEM – A complete sound system with amplifiers, speakers and microphones.

PROJECTOR/PROJECTOR SCREEN - The screen is located above the front area of the stage and can be pulled down with the specialised tool stored behind the stage wings, stage left. The projector is ceiling mounted; suitable cables and instructions for use are available in the store (ask Booking Secretary for details).

STAGE – For safety reasons, the stage is not to be used except by prior arrangement.

16 USEFUL CONTACT NUMBERS.

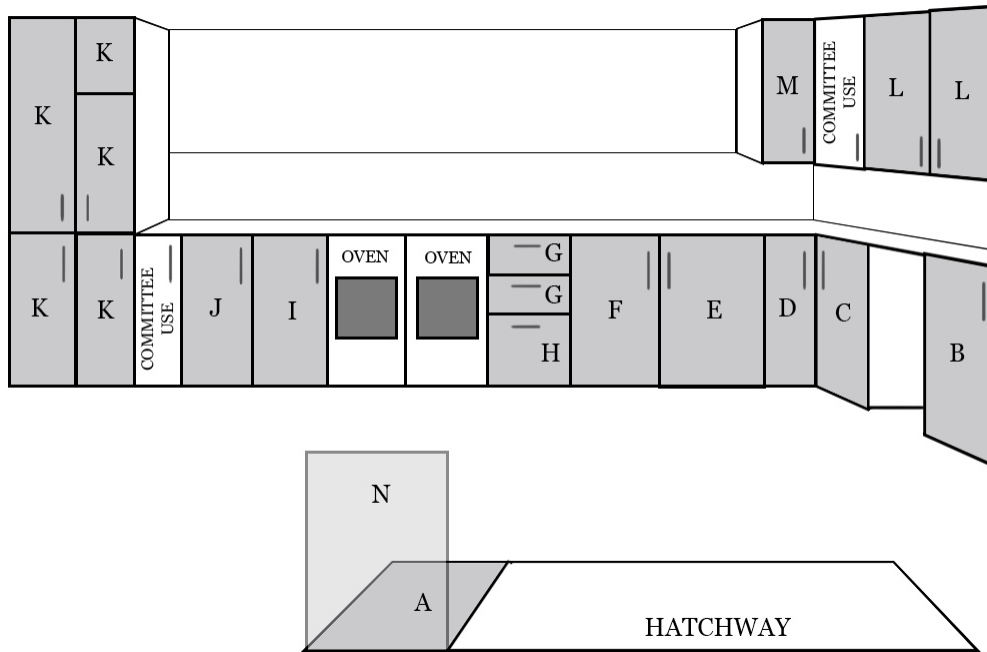
| | |
|-------------------------|---|
| Hall Booking Secretary: | Anne FLEMING 01963 240435 |
| Committee Chairman: | Mrs Sue JAMESON email: chair@lydfordparishhall.org.uk |
| Committee Secretary: | Mr Jonathan BEARDSWORTH 01963 240929 |
| Health and Safety: | Mr Neil MITCHELL 01963 240159 or 07891 435926 |

17 FEEDBACK.

To assist the Committee, any feedback, good or bad, would be appreciated. We need to know what you liked best or what you didn't like. A suggestion book is placed with the Health and Safety Guide under the serving hatch counter.

18. KITCHEN CUPBOARDS - WHERE IS EVERYTHING KEPT?

To save you from looking into every cupboard, the diagram below shows the contents and position of equipment.



- | | | | |
|-------------------------|-------|-----------------------|-----|
| Cups and Saucers | - A | Dinner Plates | - I |
| Side Plates | - B | Teapots | - J |
| Desert Bowls | - B | Mops/Brushes | - K |
| Jugs | - C/D | Paper Towels | - K |
| Water Heater | - E | Liquid Soap | - K |
| Cleaning Gear | - F | Vacuum Cleaner | - K |
| Cutlery | - G | Glasses | - L |
| Utensils | - G | Sundae Bowls | - M |
| Table Cloths | - H | Water Boiler | - N |
| Tea Towels | - H | Committee Use | - X |

19. HALL PLAN

