

ROCK VILLAGE HALL NOTES FOR HIRERS

1.0 TELEPHONE NUMBERS FOR USE IN EMERGENCY

Telephone numbers for use in an emergency or equipment failure are in the Emergency Contacts folder in the downstairs meeting room (The room near the main entrance). **The telephone handset there can be used for emergency calls**, but not for other outgoing calls. It can receive calls and the telephone number is 01299 832971. There is a large rechargeable torch next to the folder.

2.0 HALL SIZE, KEYS, DOORS AND WINDOWS

The main gates are locked with a chain and a combination padlock. You will be provided with the combination number. There is also a combination key safe outside the hall main door. This contains the hall main door key. You will be provided with the code for this key safe.

The hall measures: **17.5 m x 8.5 m (57' x 28') 150 sq m / 1600 sq ft.**

The stage is: **6.5 m x 2.6 m x 0.8 m high 21' x 8'-6" x 2'-6" 17 sq m / 180 sq ft**

External doors are self closing but the mechanisms do not always function. Before leaving, check that all external doors (2 doubles and 1 single in the main hall, single doors in kitchen, bar, stairs) are fully locked. Do this by pushing gently against top and bottom from the inside. It may be necessary to pull the door using the handle to ensure complete closure. There are some wedges to hold internal doors open temporarily but these must be removed as soon as possible and definitely when the building is vacated so that all doors are left closed.

The gates on the decking are locked with chains and combination locks.

The combinations are: west gate: 000 ; east gate: 999

After your function the decking gates should be left: West gate: locked closed

East gate: locked open

Windows can be opened by pressing the knob. No key is required unless the window has previously been locked. Please ensure that all windows are closed after use (but not locked with the key).

3.0 KITCHEN

The kitchen is **3.3 m x 5.6 m / 11' x 18'-6"**. It is equipped with a 4-ring electric cooker/oven, 700w microwave, small fridge, wall mounted electric water heater and 2 electric kettles. The roller shutters for the kitchen and bar are easier to lift from the hall side; the locks are not operative. The roller shutters must be left down after use.

All rubbish must be removed from the hall after use as there is no refuse collection by the local authority. You should bring sufficient large bags to take away all your rubbish.

4.0 CHAIRS AND TABLES

There are **180 red fabric chairs** stored in the room to the left of the stage. Use the wheeled trolley to move them and note the instructions on it. There are also 20 blue fabric chairs. The fabric chairs must not be taken outside on to the decking – there are black plastic chairs for external use; please ask if you plan to use these.

There are **20 white long tables**, each **1800 mm x 750 mm, 750 mm high (70" x 29" x 29")** stored in the room to the right of the stage. These will seat 6 or 8 people. Ensure that the red knobs on the underside are slid and turned and that the metal rings on the folding legs are pushed right down.

There are also **10 circular tables (760mm; 30" diameter; 750mm high)**. Do not stack these more than four high or they will jam.

5.0 BAR

The Rock Cross Inn has a licence to run a bar. If you wish to have a bar it is your responsibility to organise it well in advance of your function. Please contact James at the **Rock Cross Inn** on **01299 832533**. Glasses cannot be provided if there is no bar.

6.0 EXTERNAL AND CAR PARK LIGHTING

If you arrive or leave in the dark security lighting will come on automatically on the entrance path. When you are inside the building, switch on the car park lighting at the wall switch in the lobby. This light takes several minutes to warm up every time so do not switch it off until the last people are leaving the car park at the end of the evening.

Please ensure that you turn off this car park light as you leave. The security lights will provide you with illumination back to your vehicle.

External globe lights on the outside walls are controlled automatically by a timer and cannot be switched on or off.

7.0 FIRE ALARM AND FIRE EQUIPMENT

You will be provided with a sheet '*Action in the Event of a Fire*'. If the fire alarm goes off, evacuate the building, call 999 and telephone someone on the Emergency Contact List. There is a landline telephone in the downstairs meeting room which can make outgoing emergency calls. Mobiles do not always work here. Only tackle any fire with extinguishers if it is safe to do so. Familiarise yourself with the fire extinguishers. There are two types:

Large water based extinguishers for use on wood, paper or fabric fires.

Smaller CO2 extinguishers for use on electrical, flammable liquid [i.e. kitchen] fires.

8.0 ELECTRICAL

The three pairs of socket outlets on the stage are controlled by a switch and fuse board in the room to the left of the stage. This should normally be left switched on. Maximum load is 30 amps. Main electrical circuit boards are in the cupboard in the corridor, but it should not be necessary for you to go in there. If power fails please telephone someone listed in the Emergency Contacts folder.

The two external socket outlets on the west side of the building need to be turned on at the switches adjoining, inside the main hall and bar.

9.0 SOUND SYSTEM

If you are hiring the sound equipment please request the access and user information.

10.0 HEATING AND HOT WATER

The building is heated by ground source energy – heat is taken out of the ground in an environmentally friendly system. There are two heat exchangers and the building is heated by underfloor pipes. The system is fully automatic and no adjustments are possible.

Domestic hot water is supplied by the same system.

11.0 FIRES/BARBEQUES/PIG ROASTS/FIREWORKS ETC

Open fires, barbeques, pig roasts, etc are not allowed anywhere inside the building or anywhere on the wooden decking area for obvious fire risk reasons (It could invalidate our insurance) and also to prevent staining. There is a paved area to the west of the decking where these activities are allowed but please take care to avoid any stray flames etc – the whole building is wooden and very vulnerable to fire! Cooking is not permitted anywhere outside the kitchen; nor is it allowed on the paved area outside the kitchen door.

Fireworks, fire lanterns, etc are not permitted anywhere around the village hall or anywhere on the Millennium Green for reasons of insurance and fire safety to the hall and adjacent residential properties.

12.0 SMOKING

Smoking is not allowed anywhere inside the building. Cigarette disposal containers are provided outside the main door and on the decking area and must be used for any disposals. Anyone smoking on the wooden decking area should be warned to be very careful not to drop cigarette ends because of the fire risk.

13.0 ACOUSTIC LOOP

There is an acoustic loop for those who use hearing aids. People should be advised to set their hearing aid to the 'T' position. The two pickup microphones are on the wall of the main hall on the kitchen side. These should show a green light. If not, the controller is in the room to the left of the stage and it should normally be left on.

14.0 CLEANING EQUIPMENT

This is stored in the cupboard in the Bar. Any items used must be returned to that cupboard.

15.0 OVERNIGHT ACCOMMODATION

It is not permitted to sleep overnight in caravans, camping vans, tents, etc on the car park or anywhere on the Millennium Green.