



# Village Hall and Equipment

## Instructions for use

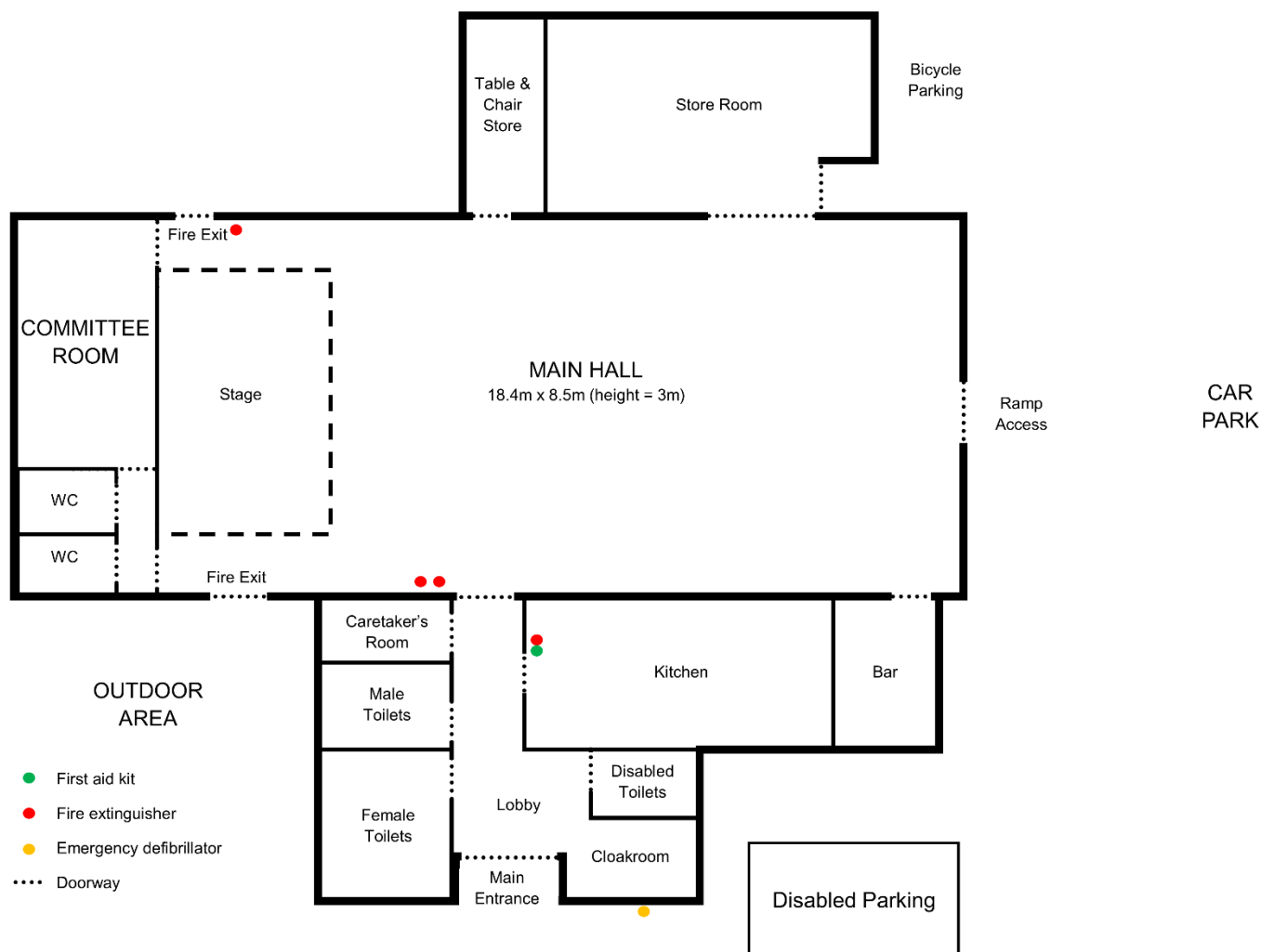
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## Floorplan of the hall



### Please note:

- Fire extinguishers are in the kitchen and by or near the fire exits.
- A first aid kit is in the kitchen.
- An emergency defibrillator is on the outside wall near the main entrance.
- An Accident book (in which to report accidents) can be found in the kitchen.

## Vestibule/Lobby

Lighting in the lobby is motion activated (there are no manual switches). The 'cloakroom' is to the right of the front door.

## Main Hall

As you enter the main hall, through the double doors, the lighting and heating controls are on the wall to your left.

### Heating and Cooling

#### Central Heating

*You may adjust the temperature on the thermostat while you use the hall, if you feel you really need to, but please make sure you return it back to 18°C at the end of your hire. Please be mindful of how expensive gas is and how big the hall is.*



The thermostat is usually set to 18°C when heating is required. To change the temperature of the hall, use the up and down buttons on the thermostats to increase or decrease the temperature. Please don't touch any other setting on the thermostat.

#### Cooling

While the hall does not have air conditioning, the extractor fans will help to circulate cooler air. Labelled dials to activate the extractor fans are located in the kitchen.



### Lighting

#### Main lights and disco ball

Light switches for the main hall lights are on a large panel just inside the hall.

The top row of switches controls the fluorescent tube lights. The dimmer switches control the square lights. The switch labelled "Disco" controls the disco ball. The red switch controls the power to infrared hearing loop and should be always left on.



#### Light bars

There is a separate panel to control the coloured LED light bars located on the walls around the room. Press the standby button to turn them on and off. Use the dials to set colour etc.



## Tables and chairs

The hall has the following tables and chairs available for use:

Quantity	Type	Storage Location
17	Buffet tables	Stacked on a trolley in the Chair Store.
7	Smaller tables	Stored on a trolley with a grey cover to the right of the stage.
96	Chairs (fabric)	Stacked in the chair store (max 6 per stack). There is a trolley for moving chairs around (a maximum of 6 chairs at a time).
7	Children's tables (red and blue)	Stored on a trolley with a grey cover to the left of the stage.
40	Children's chairs	Stacked in the chair store

- Please ensure all tables are wiped clean at the end of the hire.
- Return all chairs and tables to their correct places at the end of the hire.

The children's tables and chairs can be set out in a long row or U-shape to seat 30 children or arranged separately as desired.

## Stage

There is a stage at one end of the hall.

The stage curtains can be opened and closed using the pulley mechanism mounted on the wall on the left. Simply pull on the white rope of the pulley system. Please DO NOT pull on the curtains themselves to open and close, as this will damage the mechanisms.

Stage lighting can be controlled using the panel on the wall to the left of the stage.



## Projector and Screen

There is an electrically operated white projector screen suspended above the front centre of the stage. There is also a projector mounted to the ceiling, a Blu-ray/DVD player, an audio mixer to connect to the speaker system and wireless microphones (additional charges apply). These can only be used if booked and confirmed by the booking secretary. Instructions for use can be found in **Appendix C, Using the projector, screen.**

## Audio System

The audio system has 4 possible sources:

1. Bluetooth receiver to connect to any device
2. Audio 2 – RCA port located in the AV control box

3. Audio 3 – RCA port located on the wall near stage
4. Projector

### Audio Visual Control Box

The AV control box is located on the wall in the back corner of the hall. The following controls can be found in on above the AV control box:

- Bluetooth interface/receiver (above the control box)
- Lighting (DMX) socket (above the control box)
- Audio source switcher (bottom shelf)
- Speaker volume control knobs (one for each pair, top shelf)
- Subwoofer amplifier (bottom shelf, please **do not adjust** this – it has been set at the optimised levels).
- 6-way power strip.
- Remote controls for projector and screen.



### Speakers

The hall has a high-quality audio system comprising 3 pairs of speakers and a pair of subwoofers. The volume of each pair of speakers can be independently controlled when necessary. They should usually all be set at 12 o'clock, and returned to this setting after use, if changed.

The **subwoofer controls should not be adjusted** – they are set at optimum levels.

### Bluetooth

Any device can connect to the audio system via Bluetooth.

The Bluetooth audio interface/receiver is located in the back corner of the hall, on top of the AV control box. To connect your device to the audio system, press and hold the Bluetooth button until the light flashes red and blue.

This indicate the receiver is in “pairing mode”. In Bluetooth settings on your device, connect to the “iFi Hi-Res Audio” device. Once successfully connected, you should be able to play music directly from your device through the hall’s audio system.



### WiFi

The WiFi dongle is located in the kitchen, stuck on the wall between the door and the serving hatch. WiFi will turn off automatically after 30 minutes of not being use i.e. not being connected to any devices. Press the button on the side of the unit to turn it on.

WiFi name: **VodafoneMobileWiFi-7645**

Password: **F939JyCk**

Lights should be solid blue to indicate everything is working properly.

## Committee Room

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The tables in the committee room are arranged as one large conference table, with the chairs around it. If you rearrange tables and chairs for use, please return to original configuration at the end of your hire. Normally the tables and chairs should not be moved from the committee room. But exceptionally, if they are used elsewhere, then they must be returned to the committee room.

## Kitchen

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If required, please use the kitchen extractor fan to aid air circulation and reduce steam in the atmosphere. The dial is located on the wall between the door and the serving hatch.



### Main Heating Boiler

Please don't touch any of the boiler controls in the kitchen as the heating system is fine tuned for the building and the heating is on a timer.

The thermostat for the central heating is situated on the wall to the left of the double doors into the main hall (see **Central Heating**).

### Cooker and Microwave

This is a commercial cooker (Burco Titan 6 burner range) with a gas hob and an electric oven. Instructions for use of the cooker are placed next to it, and in **Appendix A, Using the Titan Dual Fuel Cooker**.

- If using the oven, ensure any leftover food items are removed.
- If grill pan is used, ensure it is washed up and left clean ready for the next user.
- Ensure cooker is left clean and ready for the next user.
- Please use the cooker extraction fan when cooking.
- If necessary, the extractor hood screens can be washed in the dishwasher.

There is also a microwave in the kitchen, located near the cooker.

### Chopping boards

There are separate chopping boards for different food types – please adhere to these:

- Red – raw meat
- Blue – raw fish

- Yellow – cooked meats
- Green - salad and fruits
- Grey- vegetables
- White – dairy products

## Dishwasher

There is a commercial dishwasher situated next to the sink in the larger kitchen area.

Instructions for use of the dishwasher are placed on the wall above it and in **Appendix B, Using the Dishwasher**.

- Scrape messy plates etc of food before placing into dishwasher as the food waste will clog the filter and drainage outlet.
- Ensure the dishwasher is 'drained down' after use and before turning off.
- Check filter at bottom of dishwasher to ensure it isn't clogged up with food waste.

## Sinks

There are 3 sinks.

Two are for washing up:

- The main one in the larger kitchen area.
- A smaller one near to the cooker, by the window.

One for handwashing only:

- Adjacent to the washing up sink near the cooker.

Washing up liquid, sponges and cloths are provided.

Hirer supplies own tea towels.

## Fridge/Freezer

There is a double door fridge/freezer.

Ensure any leftover food items are removed and taken away at the end of the hire.

## Water heater and kettles

There is a water heater for boiling water situated on the counter adjacent to the serving hatch.

The water heater is **permanently switched on at the wall** and is kept in Standby mode when not in use.



To use the water boiler simply touch the LCD screen that says “OFF”, to turn the screen on, and then press the power button that appears to turn the heater on, from ‘Standby’. It will take 15 minutes for the water to heat up from ‘Standby’ then there will be a constant supply of hot water for making drinks.

There are also 2 kettles and large teapots for use if necessary.



### Crockery and cutlery

There are approximately 80 x cups and saucers, mugs and bowls, 170 plates and over 100 sets of cutlery in the drawers and salt and pepper pots available. There is also a selection of glasses, and more in the separate bar (see **Bar** section).

### Kitchen cupboards

Many of our societies and organisations store their own equipment in the cupboards. Please respect their property and anything borrowed should be cleaned and replaced at the end of hire.

## Bar

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There is a separate bar area leading off the main hall which includes a sink, cupboards, fridge and lift-up counter.

There are approximately 52 wine glasses, a selection of other small glasses and boxes of reusable plastic pint glasses and plastic wine glasses (approx 100), all of which may be washed in the dishwasher (or hand washed) and replaced at the end of hire.

## Toilets

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The main toilets are in the lobby. Lighting in these is automatic.

- Female toilets with nappy changing facility
- Male toilets
- Disabled toilet with nappy changing facility.

There are additional toilets in the corridor behind and to the left of the stage.

- 2 x gender neutral toilets.

Please ensure all toilets are left clean at the end of the function.

## Main Storage Room

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This leads off the main hall and is for use by the hall committee, caretaker, village organisations and regular users only. Items should not be removed from or stored in here without the permission





of the hall committee or relevant groups. Items should be stored tidily and with consideration for other users.

## **Cleaning at end of hire**

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*We work very hard to ensure that the Village Hall is clean and tidy, and a village resource to be proud of. Please do your part to ensure you leave it as you found it.*

### **Disposal of rubbish**

Where possible please take rubbish home with you for disposal.

There are 2 rubbish bins in the kitchen.

- Black for General Waste. Use for wet paper towels, general waste etc.
- Blue for Dry Recyclables. Use for paper, cardboard, rinsed out cans etc.

Please consider the environment and reduce, reuse and recycle whenever you can!

### **Check list for end of hire**

- Switch of the water boiler.
- Sweep the hall floor and kitchen floor and wipe/mop up any spillages.
  - A large broom and floor mop can be found in chair/table store.
  - Dustpan and brush under main sink in kitchen.
- Check that nothing has been left in oven (if used) or in fridge/freezer.
- Check that the rear fire exit in Main Hall is firmly secured and locked.
- Remove the bags from the kitchen bins and place them in the wheelie bins outside. The keys for the wheelie bin store are in the kitchen wall cupboard nearest the boiler.

## Appendix A - Using the Titan Dual Fuel Cooker

### Gas burners

- If only two burners are to be used, use two in the middle.



To light a burner:

- Open the gas flow by pressing and turning knob anti-clockwise to full flame position.
- Use a lighter or match to manually ignite the gas and continue to hold knob in for a further 5 to 10 seconds before release.
- The burner should remain lit but if it goes out, repeat this ignition procedure.
- Repeat this for the remaining required burners.
- Slowly rotate the control knob of each burner in use, to fine tune the flame sizes to the desired heat outputs. The aim is to make all the flame patterns look identical as this will ensure the heat is evenly distributed to the pan and its contents. On no account should any flame be licking up the sides of the pan or elongated in any way

To turn off the burner, turn each knob to the OFF position.

### Oven

Ensure the mains supply is switched on, using the switch on the wall to the left of the cooker. The green indicator on the oven should illuminate.



To use the oven:

- Turn control knob clockwise to desired setting to set the temperature. The Amber HEATING indicator will light and remain lit until temperature is reached.
- Do not leave doors open for longer than necessary to load or unload oven.
- To turn off the oven, turn thermostat control knob to 'O' position.

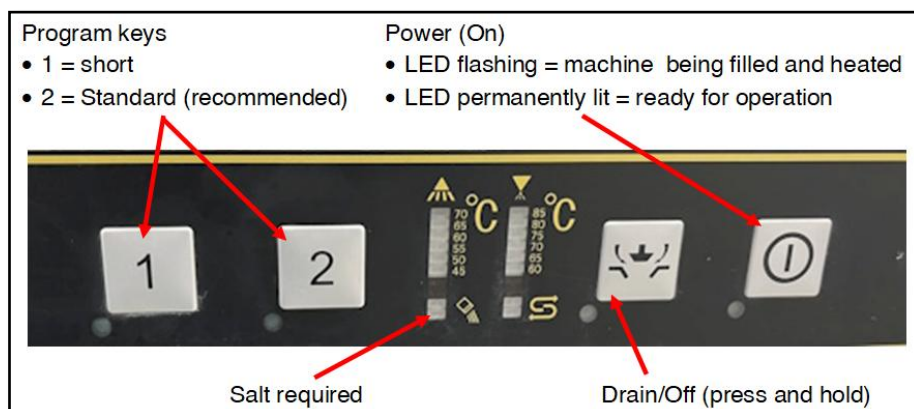
**WARNING:** area around the oven will become very hot whilst the oven is in use.

- Take extra care when opening the doors.

Please remember to switch the oven off at the wall when you are finished using it.

## Appendix B - Using the Dishwasher

Note: The dishwasher takes approximately 15 minutes to heat up before it can be used.



### Preparing the machine

- Turn on the mains switch.
- Check the filter and strainer are in position.
- Remove the blue baskets.
- Switch on power to machine with power button.
- The tank will fill with water and the GREEN light next to the power button will flash continuously whilst the tank fills and the water is heated.
- When GREEN light stops flashing the dishwasher is ready to use



### Preparing the washware

- Remove large food scraps and rinse very dirty items.
- Place washware face down in the blue racks.
- With the door open, slide the loaded basket into the washer and close the door.

**Please use fully loaded wherever possible to save energy.**

### Washing

- Press programme button (2 is recommended, it is a quick washing cycle that does not take long).
- The adjacent GREEN light will move from permanently lit to continuously flashing whilst the wash cycle is in progress.
- When the GREEN light stops flashing and is permanently lit the cycle is complete
- Open the door and slide basket out.
- The basket can be left to air dry.

- If the dishwasher is going to be used again, close the door to retain water heat while you prepare more washware.

### **Clean and switch off**

- Close the door.
- Press and hold the drain button for 3 seconds, GREEN light will come on when the drain down programme has been activated.
- Once this is complete, the GREEN light will go off and the dishwasher automatically powers off.
- Turn off the mains power at the wall.
- Remove and food debris from inside the machine, making sure the filter and strainer are clean.

### **Salt warning**

If the SALT level indicator comes on, please inform the hall caretaker or a member of the village hall committee after use.

## Appendix C - Using the projector, screen and/or wireless microphones

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### Screen

There is an electrically operated white projector screen suspended above the front centre of the stage. The screen is operated using a control panel mounted on the wall to the left of the stage, behind the curtains. There is also a remote control, which is stored in the AV control box at the back of the hall.

To use, make sure the power is switched on using the switch on the right. The controls on the left control the screen:



- Press the right arrow to lower the screen. Press the central square button to stop it.
- Press the left arrow to raise the screen. Press the central square button when it gets to the top to stop it.

Please ensure the screen is completely raised when you have finished using it.

### Projector

The projector may be used if requested on your original booking and approved by the booking secretary. The projector is also wired into the sound system and a separate audio cable is therefore not required.

There are 2 HDMI connection points through which you can connect to the projector:

1. On the wall near the stage
2. In the AV Control box.

See **Appendix D – Audio Visual Cables and Accessories** for the remote controls, cables and adaptors available. These are stored in a plastic box in the storage cupboard.

### Sound Cabinet

There is also a sound cabinet consisting of a Blu Ray player, audio mixer and wireless microphone receiver, if required. Wireless microphones are also available.

Note: The Blu-ray player is not capable of playing 4K Blu-ray discs.

If you need the Blu-ray player and/or wireless microphones you will need to use the Sound cabinet. It is kept in the storage room and must be set up at the back of the hall, near the AV control box.

See **Appendix D – Audio Visual Cables and Accessories** for the remote controls, cables and adaptors available. These are stored in a plastic box in the storage cupboard.

- Plug white power cable into the wall socket.
- A cable is permanently connected to the back of the Audio mixer (LINE OUTPUTS); plug the RCA connectors at the other end into Audio 2 in the AV control box.



### Connecting to a laptop

*The sound cabinet is usually not required when using only a laptop (unless the wireless microphones).*

#### **Without the sound cabinet**

Using the 3.5mm-RCA cable, connect the 3.5mm jack to the laptop and the RCA connectors to Audio 2 in the AV control box at the back of the hall or into Audio 3 on the wall near the stage. This takes sound directly from the laptop.

Note: Use the cable of the appropriate length e.g. the short cable if the laptop is located near the grey AV box at the back of the hall.

#### **With the sound cabinet**

Using the 3.5mm-RCA cable, connect the 3.5mm jack into the laptop and the RCA connectors into the box labelled Input 3 (at the back of the sound cabinet). This takes sound directly from the laptop.

- Make sure the Audio mixer is switched on (power switch at the front).
- The Bluetooth sound interferes with the external sound, so the Bluetooth power should be switched off at the wall (input 1) to get the best sound out of the audio mixer.

### Connecting to the Blu-ray player

- Using the 3m HDMI cable, connect the Blu-Ray player to the HDMI port in the AV control box.
- Set the audio source to 4 - Projector
- Switch on the Blu-ray player first, and then use the Projector remote control to turn on the projector.

### Wireless Microphones

Wireless microphones can be found inside the case for the lighting desk, kept in the storage room.



- Insert the batteries and switch on the microphone using the grey power button.
- Switch on the power button for the microphone receiver.



## Appendix D – Audio Visual Cables and Accessories

As of 01/01/2025.

Stored in a clear plastic box in the storage room.

### Remote Controls

Device

Projector (required to use projector)
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Screen
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### Adapters

Connection 1

Connection 2

USB-C
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HDMI
------

RCA
-----

RCA
-----

3.5 mm
--------

RCA
-----

### Cables

Connection 1

Connection 2

Length

HDMI	HDMI	1 m
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3.5 mm	RCA	1.5 m
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Lightning	RCA	1 m
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HDMI	HDMI	3 m
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HDMI	HDMI	20 m (directional)
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RCA	RCA	20 m
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