

NOTES FOR HALL USERS - July 2022

1. **Betley Village Hall is accessible via:**

- a) **Front door** open by turning the key in the lock of the **left hand door** anti-clockwise. If both doors need to be opened, open left hand one first then, lift lever locks on inside edge of the other door. The doors open both inwards and outwards and are self closing unless you wish them to remain open in which case push/pull them back to a 90° angle and they will stay open until they are pushed/pulled to the point where they start to close automatically. To lock the left hand door on exit turn the key in the lock. If both doors have been opened check that the right hand door locking levers have been secured again. There is a lozenge shaped knob inside one door which can be turned to secure the door without using the key and so can be opened quickly if necessary.
- b) **Back door**, which opens outwards after key has been turned in the lock. This door is an emergency/fire exit and will open from inside by pushing the cross bar. Please note that if the door is opened by the key from the outside it will have to be locked again by the key. If the door is opened from the inside by pushing the bar, the door will automatically lock when closed from the outside. A key for this door is available on request only.
- c) **Side door** next to kitchen. This is a fire exit with a knob for opening for quick exit.

2. **External lights:** these will come on automatically and remain on for a few minutes.

3. **Windows:** Long wooden poles in cloakroom area to open top windows. Make sure they are closed at the end of the session.

4. **Heating:** The boiler operates on a timer. If you alter the thermostat, which is located in the left hand corner of the main hall as you enter the hall from the double doors, please ensure that you turn it back to the marked spot at the end.

5. **Electrical Appliances:** If any mains electrical appliances are brought into the hall by a user, it is the hirer's responsibility to ensure it is safe and has a current PAT sticker where appropriate. Care must be taken when loudspeakers and microphones are in use that they must not be positioned where they might fall off the front of the stage.

6. **Hall P.A.:** A key for this is available on request only. The **2 grey square doors** either side of the stage covering the bass speakers **MUST BE REMOVED** before switching on system. Failure to do so will cause expensive damage! Instructions for the sound system are in the bottom drawer of the sound system metal cabinet.

7. **Tables and chairs.** Please use the chair and table trolleys. Table tennis tables, trestle and roundtables and chairs must be put back where they came from and **chairs stacked neatly in piles of 8**. Access to other storeroom doors must be kept clear.

8. **Curtains.** All curtains, including the stage curtains, must be opened and closed by use of the appropriate cord. Failure to do so can result in damage to the tracking system which will be repaired at the hirer's cost.

9. **Access to – the Meeting Room, Kitchen equipment, drinks chiller unit, counter top freezer, Stage, basic stage lighting, public address system, piano, external power sockets or ladders** is not permitted unless a hirer has specifically requested those facilities. The Defibrillator in front porch is always accessible

10. **Kitchen Appliances** – Instructions for appliances are in the fan filing system above the hand-wash sink.

11. **Bar Instructions** – Instructions are on the wall in the bar area.

12. **Clearing up.** The Hall floors must be swept and left clean after use. Brushes are kept in the chair store. Any spillages should be mopped up. Tables and work surfaces must be wiped clean. A mop and bucket, dustpan etc are stored in steel cupboard in cloakroom. Please remember to check the outside areas too.

13. **Rubbish** – Recycle as much as possible using the bins provided as this is a free service. Plastic bottles and waste food **MUST** put into bags before being placed in recycling bins. See notices in hall. Either take other rubbish home or make arrangements with the hall key provider to have access to the locked rubbish containers outside the hall.

14. **Locking up.** On departure please check:

For any damage that may have occurred. Damage must be reported when returning keys

Windows are closed securely

Heating thermostat turned back to original position

Toilets/urinals are clean, flushed and all taps turned off

Taps are turned off and the water boiler in the kitchen turned off at wall

All lights are turned off

Emergency exits and internal doors closed and locked where necessary. All external doors are locked.

13. **First Aid Box and Accident book** – these are located in the kitchen above the sink area

14. **Fire Exits and Fire Extinguishers** – A chart in the foyer shows where fire exits and extinguishers are, and water and gas points. Fire exits are signed and there are fire action notices giving the Village Hall address and what to do in the event of a fire.