

Wrentham Village Hall

Notes for Hirers

LIGHTING.

Inside:

- Corridor** - switches high on the wall to the Right of entrance on entering.
- Toilets** - marked switches in cupboard in entrance lobby
- Kitchen/bar** - " " " " " " " " *and* by kitchen sink for the recessed down-lights .

games and committee room- In the rooms by the door.

MAIN HALL-Main Hall – smaller recessed ceiling light : switches are inside the main hall entrance door-high up.

There are also switches on the stage wall-stage left. Please don't use the dimmer switch.

Larger up-lighters are controlled from the same stage wall by the circuit breaker panel (up is for on). Red controls the lot, or the smaller ones -individual lights

Outside:

- veranda**-switch high on the wall to the right of the entrance on entering.

- Car park**- Marked as "column" in cupboard in the entrance lobby. These are sodium lights and will not light up for 5 mins. after being turned off. On first lighting they take 5 mins. to be effective.

(The pole top light outside the main door is on during the hours of darkness and is automatically controlled).

HEATING.

Main Hall-wall mounted infrared heaters are controlled by 2 sets of circuit breakers found in the entrance lobby cupboard; there are separate, on/off push buttons for each heater. (Note- the main switch is UP for ON).

These heaters use tokens for payment. These can be purchased from the post office in the village. The token is inserted into the meter.

Kitchen wall heater-the infra red wall heater is controlled by a push button timer switch adjacent to the heater.

Meeting Room-the 2 wall mounted heaters have switches and a thermostat on each appliance. There is a 1 or 2 Kw. setting. There is also a wall mounted on/off switch.

Games Room-2 heaters that have been pre- programmed and locked. Turn both heaters on and please turn them off before leaving.

Water Heating. STOP COCK IN STORE ROOM BEHIND THE KITCHEN SINK

Toilet wash basins-marked switches in cupboard in entrance lobby.

Kitchen sink water heater- turn on at indicator switch near the sink.

This Building is a No Smoking Area.

Before Admitting The Public.

1. Check that all exit doors and exit routes are unobstructed; all exit signs are illuminated; all internal fire restricting doors are closed but easily opened.
2. Check that you have located and understood the use of the fire fighting equipment.
3. See the attached fire escape plan
4. **Check that someone has the use of an effective mobile phone**, as there is no phone on the site.
5. Ensure that no flammable materials or liquids (eg. liquid gas bottles, polystyrene) are brought into the building.
6. All electrical equipment brought into the hall is PAT. tested.
7. There are no hazards in or near the premises.

When Leaving the Hall.

1. Please check that there are no smouldering cigarettes anywhere and that waste paper has been cleared away.
2. Please put any rubbish into the main, green rubbish bin just over the bridge or into the kitchen waste bin (black bin bags are in the kitchen draw).
3. Please return tables and chairs to the store room. Maximum chair stack is 5 chairs.
4. Please check that the cooker and all the water heaters are turned off and that all electrical appliances are unplugged.
5. Please turn out all the lights including the car park lights (the pole light outside the main entrance will remain on at night and is automatically controlled to turn off in daylight hours).
6. Please ensure that all internal doors are closed for fire prevention purposes.
7. Please check that all doors and windows are closed and locked.
8. In freezing weather please turn off the mains stop cock (in the store room to right of the door).