

Wrentham Village Hall

Notes for Hirers

This Building is a No Smoking Area

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 | Marked switches in cupboard in entrance lobby <i>and</i> by kitchen sink |
| | Games and Committee Room | In the rooms by the door. |
| | MAIN HALL | <p><i>Smaller-</i> (recessed) ceiling down-lights: switches are inside the main hall entrance (high right) and also on the stage wall (stage left).</p> <p><i>Larger-</i> wall mounted, up-lighters: each light is operated by circuit breaker switches on the "stage left" wall (up for on). The red circuit breaker will operate all the uplighters at once.</p> |
| Outside: | Veranda | Switch high on the wall to the right of the entrance on entering. |
| | Car Park | <p>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.</p> <p>(The pole top light outside the main door is on during the hours of darkness and is automatically controlled).</p> |
| HEATING | Main Hall | <p>Wall-mounted heaters are controlled by 2 sets of circuit breakers found in the entrance lobby cupboard. There are separate on/off circuit breakers for each heater (note- the main switch is UP for ON).</p> <p>These heaters use tokens for payment. These can be purchased from the village shop or the hall manager. A token is inserted into each meter when needed. Instructions are on the door of this cupboard.</p> |
| | Kitchen wall heater | The wall heater is controlled by a push button timer switch adjacent to the heater. Fan heater in plinth under the sink area switched locally. |
| | Meeting Room | The 2 wall mounted heaters have switches located on the wall. |
| | Games Room | 2 heaters have timed switches with instructions beside them. |
| | Stage heater | Marked in lobby cupboard on the trip panel. A separate isolation switch is on the wall above. If this heater is on you waste money if you are not using the stage. |

FIRST AID KIT

This can be found on the shelf behind the bar, along with the Accident Book.

WATER HEATING

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

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

KITCHEN

The oven/hob has instructions posted on the wall next to it.

The fridge is left turned off but can be used with prior agreement.

The dishwasher can be used, but please ensure that it is unloaded and everything replaced in the drawers.

STOP-COCK

In the store room to the right of the door from the kitchen (low down).

TRIPS

Kitchen – above the door to the store room.

For all other parts of the building– in the entrance lobby cupboard.

Before Admitting the Public

1. Check that all exit doors and exit routes are unobstructed, all exit signs are illuminated and 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. Ensure all electrical equipment brought into the hall is PAT Compliant
7. Ensure 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 under the kitchen sink).
3. Please return tables and chairs to the store room (and ensure they are clean). Maximum chair stack is 5.
4. Please check that the cooker and all the water heaters are turned off and that all electrical appliances, including heaters, are turned off at the wall switch.
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.