



HIGHAM VILLAGE HALL

USER GUIDE

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Welcome to Higham Village Hall and thank you for booking it for your event.

This guide provides instructions for use of all the facilities of the hall and also your responsibilities as users of the hall.

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1.CONDITIONS OF HIRE AND RESPONSIBILITIES OF USERS

The hall is hired on the basis of the purpose stated by the Hirer.

The Village Hall Committee reserve the right to cancel the booking if it is intended to be used for any purpose other than the stated one.

The Village Hall Committee have carried out an overall risk assessment of the hall (a copy of which can be provided if required) but it is the responsibility of the hirer to ensure the safety and well being of everyone using the hall during the period of hire. In particular hirers should carry out their own risk assessment of all and any activities to be carried out during the period of hire.

Hirers of the hall are responsible for any damage to the equipment or facilities in the hall. Any damage must be reported promptly to a member of the Village Hall Committee. The cost of any repairs or replacement will be charged to the hirer.

The period of hire paid for should include any setting up and clearing away and cleaning up before and after the event. The period of hire can not be extended without the prior approval of a member of the Village Hall Committee because there may be subsequent bookings.

The hall is situated in a residential area and hirers should show consideration of residents whilst entering, using and leaving the hall. **The doors to the hall should be closed if loud music is being played inside and any outside noise kept to a reasonable level, appropriate to the time of day and any events in the adjoining church.**

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Hirers must leave the hall in as clean and tidy condition as **before the hire**, including:

- Washing up and putting away any crockery and cutlery used
- Cleaning of cookers and any other kitchen equipment used
- Used tea towels and table clothes should be put in the laundry bin in the kitchen. If two or more tea towels or table cloths have been used the hirer should take them away and return them washed. Alternatively a 'washing' charge of £5 can be paid.
- Tables and chairs stacked in the rear hall
- Floors vacuummed and mopped as necessary
- Toilets cleaned if necessary
- All and any items brought into the hall by the hirer must be removed at the end of the period of hire unless agreed in advance by a member of the Village Hall Committee.

Hirers will be charged if any additional cleaning is required after use of the hall.

2. ENTRANCE & EXIT TO THE BUILDING

The hall is accessed by the front door.

The alarm system should have been set by the previous user so as you enter the hall the alarm panel to the right of the door should start beeping.

To turn the alarm off place the grey fob provided on the key ring provided up to alarm panel display, which should change from SET to UN-SET.



When you exit the hall activate the alarm by presenting the grey fob to the alarm panel and when prompted press “Yes” to activate the alarm (after a short period the alarm will set even if you do not press “Yes”).

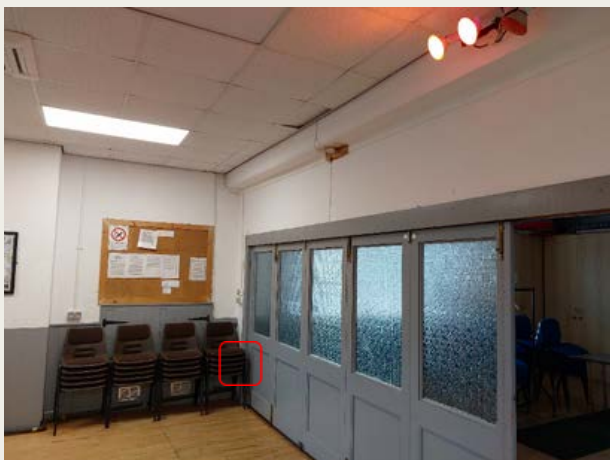
A warning tone will sound and you have 30 seconds to exit.

3. LIGHTING

The lights for the main hall are situated to the right of the front door.



In addition there are spotlights at one end of the hall operated by switches next to the folding doors at the far end of the hall.



There are separate light switches in the kitchen and outside the toilets. Please ensure you turn off all the lights when you leave the hall, including the toilets and rear car park.

4. HEATING & AIR CONDITIONING

The heating for the hall is provided by air heat pumps in the ceiling. This heating (and cooling) is controlled by 2 panels – one to the left of the front door for the main hall and one in the kitchen for the rear hall.



To turn the heating on press the Start/Stop button. The panel should be operated in automatic mode indicated by a letter A within a circle at the top right of the panel. If it is not on this setting pull down the front panel and press the Mode button until it is set to automatic. The desired temperature is set by pressing the down or up buttons.

The units may take a little time to come on or 'warm up' (approximately 15 minutes) but please be patient and do not press any other buttons on the panel as it will not give any better performance than the automatic mode and may interfere with the effective running of the units. In certain weather conditions the units may turn off for a period to 'de-ice' the external units but they should come back on after a short period.

Please ensure you turn heating off at both control panels when leaving the hall unless requested to do so in your hire instructions. Heating in the toilets is provided by the boiler in the kitchen. If the heating is not on check that the boiler is set for both water and heating.



The temperature is controlled by a unit in the ladies toilets.



5. TABLES & CHAIRS

Please line up four chairs (image 1) in the back of the main hall under the notice board, five to the right of the double doors (image 2) and 10 alongside the other wall on the right of the front door (image 3).

The remainder should be stacked in the rear hall, no more than five high (image 4).

There are 2 types of table – square and rectangular. They are stored in the rear hall to the right and left of the folding doors. They are secured by ties which should be re-tied when they are replaced. Please take care when removing the tables.

To set the tables up turn them onto their backs, and lift the legs until they lock into the plastic bracket. To release the legs pull the top bar out of the plastic bracket.



6. WIFI

Using the Wi-Fi in the Village Hall

Connection details:

SSID – VillageHall (Should be visible when your mobile device scans for a new connection).

Password – Vi11ageHa11 – note the use of Capitals V and H and the letters “l” are replaced with numeric “1”.

To connect to the Wi-Fi use the same method as you would to connect to your home internet Wi-Fi or other public Wi-Fi hotspot.

These are typically found in the Settings - Network and Internet – Wi-Fi of your mobile device:

1. Scan for the Wi-Fi and select VillageHall
2. When prompted enter the Password (Vi11ageHa11)
3. If necessary, set your Security to WPA/WPA2/WPA3-Personal (normally automatic and not required manually)

Fair Usage – please note this is a wireless service (not superfast fibre broadband), and currently provided free of charge. It is not intended for heavy use, such as: downloading media (films), Hotspot tethering to other devices, or streaming large amounts of video. Please respect other users on the service and help keep costs down. If usage is significantly higher anticipated then a charge for use may have to be introduced.

7. BLUETOOTH SPEAKERS

The hall is fitted with 4 bluetooth speakers (2 of which can be operated at any one time depending on where you want to sound to come from) which are operated from equipment on the right of the front door **as you enter the hall.**



- Ensure Bluetooth is enabled on your device.
- Ensure the black plug in the socket to the right of the door is switched on.
- Press the button on the small blue (Bluetooth enabling) box fastened to the wall adjoining the light switches.
- Pair your device to the speakers which appears as "Logitech" – blue flashing light goes solid when pairing complete.
- Switch on the power to the speakers (front and/or back, as required) at the speaker power switches to the right of the main hall light switches.
- Stream music from your device, control the volume via your device
- When concluding, first switch off the power to the speakers
- Un-pair the device being used to the speakers
- Ensure all powered units (Bluetooth, speakers) are switched off

8. TV SCREEN

Unfortunately the TV screen is not currently available.

9. PROJECTOR SCREEN

There is a projection screen located at the front of the main hall.
There is a rod and hook on top of the TV unit to lower and raise the screen.

The hall does not have a projector.

10. KITCHEN EQUIPMENT

COOKER

The kitchen has an industrial cooker incorporating a 6 ring hob and double oven.

The hob has a separate isolator switch located on the left of the door into the kitchen from the main hall which needs to be turned on before use and off after use.

The power for the oven is switched on by way of a socket at floor level on the left of the unit.



The hob and oven should be cleaned by Users after use.

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FRIDGES

There are 2 fridges in the kitchen but food and drink should not be stored in them overnight without the express approval of a Hall representative. Any food or drink left in the fridges without permission will be disposed of. The fridges should be cleaned after use.

Normally we only keep one fridge turned on. If you need to use both fridges then turn both on at the power switch and turn off after use.

HOT WATER HEATER

A hot water heater in the kitchen provides water for tea/coffee/etc. It should be turned off at the electric socket after use and unplugged.

The water tap next to the heater will need to be turned on before use (but should not be fully turned on as it will leak) and should be turned off after use. **To turn the water supply on, open the tap fully then wind it back in a half to one turn, to prevent leakage from the tap.**

Then turn on the power. It will take some 15 minutes to fill up and heat the water from being initially turned on.



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MICROWAVE

The microwave should be cleaned after use.

PIE WARMER

The pie warmer is not an oven and should only be used to keep completely cooked food warm. It should be cleaned and turned off after use.



BOILER

The electric boiler in the kitchen provides hot water for the kitchen and toilet taps and heating in the toilets.



Normally the 'Selector' will be set for both taps and radiators.

The temperature of hot water taps can be adjusted by the thermostat on the boiler.

The temperature of the radiators in the toilets should be adjusted by the thermostat in the ladies toilet.

Please advise a representative of the hall if the boiler is not lit or the pressure is outside the indicated green zone.

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11. CLEANING EQUIPMENT

Floor brush and pan and mop and bucket are stored behind the door into the kitchen.

The vacuum cleaner is stored in the left hand cupboard at the back of the rear hall and is clearly marked. Please empty the vacuum after use.



CLEANING MATERIALS

Cleaning materials are stored under the sink in the kitchen. Particular care should be taken when using cleaning products to avoid skin reactions and exposure to allergens.

STEP LADDER

A step ladder is stored in the toilet vestibule. Care should be taken when using the step ladder.



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12. FUSE BOXES

There are 2 fuse boxes in the hall – one to the right of the front door as you enter the hall and one in the kitchen on the left of the kitchen door from the main hall. If any lights or appliances are not working check the fuse boxes to see if any of the switches have tripped.

Pushing any tripped switch should restore power. Please do not touch the switches if there is any sign of heat or smoke and do not keep trying a switch if it keeps tripping.



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13. WATER STOPCOCK

The stop cock to turn off the water in the event of a burst or damaged pipe or leaking appliance is located outside to the left of the back door to the hall under a white circular cover.



14. EMERGENCY EQUIPMENT

FIRST AID KIT

A first aid kit is stored in the kitchen to the right of the door.



FIRE ALARMS

A heat detector is located in the kitchen and 3 smoke alarms in the main hall. The alarms are all linked so if one is activated they will all sound. Users should not interfere or disable any of the alarms.

EMERGENCY LIGHTING

Emergency lighting is fitted in 3 places in the Hall with signs indicating the emergency exits. The emergency lighting will automatically come on in the event of a power failure to the normal lighting.

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FIRE EXTINGUISHER

There are 3 fire extinguishers in the hall:

- 2 'water' – 1 at the front door and 1 at the rear door
- 1 'powder' – in the kitchen next to the hatch

There is also a fire blanket in the kitchen.

In the event of a fire use 'water' extinguishers on wood, paper or textiles – do not use on electric fires.

Use the 'powder, extinguisher on all other type of fires except cooking oils and fats.

Use the fire blanket on cooking oils and fat fires.



ACCIDENT FORM

Both incident and accident forms are available at the back of this folder. Please fill one out and inform the Village Hall management team of anything that has happened so that they can sign off the form.

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