

WINTERSLOW VILLAGE HALL GUIDE

Welcome to Winterslow Village Hall. If you have any problems please look for the solution in this guide before ringing the Caretaker or a Key holder for help

Please be aware that whilst using the hall the hirer is responsible for the security of the entire building, not just the room(s) that they may be using. To save any unwanted intruders, you are advised to lock the inner door and to use the nearest access point to the room you are using.

CLEANING AND CLEANING EQUIPMENT - Brooms, mops, vacuum cleaner etc., are located in the meter cupboard by the inner doors. The mop in the disabled toilet is for use in the toilets only. The wet mop bucket can be filled from the taps under the sink in the disabled toilet. All mops must be rinsed and excess water should be squeezed out after use to prevent them smelling. There are two V mops, one located in the store cupboard and the other in the meter cupboard, to be used on dry floors only and must be brushed off after use with a small hard brush to remove the dust etc.

ELECTRICAL EQUIPMENT - Any electrical equipment brought into the Hall can only be used if it is less than a year old or has a current PAT certificate. A sound limiter has been installed to ensure that noise from sound equipment does not exceed an acceptable sound level. Flashing lights will advise you if the sound is too loud, if ignored, all electrics on stage and the sockets near to the stage will cut out. A reset button is located on the sound limiter. The Caretaker will point these out on arrival. Note that if a mains power failure occurs during your hire of the Hall (or even sometime before you arrive) then the sound limiter will also have tripped and must be reset in order to get the stage sockets to function again.

USE OF PROJECTOR - The Hall has two audio/visual projectors.

- The larger of the two is located on a trolley in the foyer cupboard and can only be used by special arrangement and operated by Village Hall trained specialists for large scale film performances.
- The portable Hitachi projector (available with screen if required) can be rented and operated by hirers of the hall. It has the facility to connect to a PC or Apple laptop with either of the following:-
 - A VGA 15 pin "D" type plug using the cable we provide or
 - An HDMI cable which you must provide.

Please note that some of the latest laptops do not always provide a VGA "D" type socket. If your laptop only has an HDMI socket you must be sure how to setup your laptop to output correctly to an HDMI connected projector. This is not always straightforward. If in doubt you should seek advice from your Laptop supplier.

FIRE – The Village Hall fire announcement (see Appendix 1) must be read out at the start of your event. All the fire exits are to be kept unlocked and free of obstructions at all times, including the fire exit at the back of the stage. In the event of a fire, please ensure that all rooms, including toilets, are evacuated and the Fire Brigade is called. The muster point, on evacuation in the case of a fire, is the Surgery car park.

FUSE BOX – Some labelled trip switches are located in the meter cupboard and in the storage area between the toilets and the Recreation Room. The trip switches are extremely sensitive and can cut out all electricity. If this should happen, remove the appliance causing the problem (usually the kettle if it is overfilled), and reset the appropriate trip switch. **DO NOT ATTEMPT ANY OTHER ELECTRICAL REPAIRS!** If you have any problems please contact the caretaker or a key holder.

KITCHEN - Instructions for the use of the Dishwasher, Water Heater, Microwave, Oven and Hob can be found in the Caretaker's drawer.

- **Oven/Hob** - Please use the extractor fan. If the oven does not work, check the oven clock and adjust. If the oven is still not working re-check the oven clock and timer.
- **Filtered Water** -The narrow tap on the left-hand sink provides filtered water, which tastes better when making tea etc.
- **Hot water for tea and coffee** making is available from the Lincat water boiler to the right-hand side of the of the kitchen windows. It takes approximately 20 minutes to reach the correct temperature. It is filtered and self- filling, so you do not need to add water. Please be sure to switch off after use.

- **Black bin liners** - Bin liners are kept in the Caretakers drawer. All glass, cans and plastic for recycling must be placed separately in the clear plastic bags provided and removed by the Hirer. All UNUSED FOOD MUST BE TAKEN AWAY. Any full bags of rubbish must be tied and placed in the outside red bin and the swing bin re-lined. Cardboard boxes should be broken up and placed in big **Green** bin.
- **Other recycling:** Please see list in kitchen, and on the Green bin, regarding which materials can also be recycled in the outside **Green** bin. Please do not recycle items not on the list.
- **Glass bottles:** **We cannot recycle GLASS BOTTLES – please take all glass recycling away with you.**
- **Tea Towels and J-cloths** - Leave all damp Tea Towels in the small plastic bowl for collection by the Caretaker. New J-cloths can be found in the Caretaker's drawer in the kitchen. Old J-cloths can be found under the sink, please use these for spillages etc. and throw away after use.
- **Crockery and Cutlery** - Sharp knives are not left in kitchen. A small amount of cutlery is kept in the cutlery drawer, if you require more, please request this when making your booking, or ask the caretaker on arrival as these are kept in locked cupboards. Crockery is kept in several, labelled cupboards. Please ensure that after use it is put back into the correct cupboard. PLEASE STACK CUPS ONLY TWO HIGH AND KEEP SAUCERS ON LOWER SHELF. All breakages are to be reported to the Caretaker or Booking Clerk.
- **Dishwasher** - If you need to use this please speak to the caretaker first and please read **and follow** the user instructions carefully.

HEATING AND LIGHTING – all heating and lighting is included in the hire charge. Heating is automatically controlled depending on the expected outside temperature and the type of function you are running. If it is not satisfactory, please contact the caretaker.

PHONES – Most mobile phone reception is very limited except for Vodafone (who have a small mast on the Hall). The Hall phone number 01980 863337 and is located in the entrance foyer.

PRE-SCHOOL EQUIPMENT - The Pre-school equipment stored at the hall does not belong to the Village Hall and must not be used unless you have been given permission to do so. To request permission please contact the Booking Clerk.

SOUND & LOOP SYSTEM – The sound equipment can be used by arrangement at the time of booking and will include one fixed cabled microphone and one radio handheld microphone. Background music can be played from your mobile phone or your music player via Bluetooth or through a 3.5mm audio connector. For the hard of hearing, our Main Hall has been equipped with a loop system to enhance hearing aids when the sound equipment is being used.

TOILETS - Spare toilet rolls are in the Caretaker's drawer in the kitchen. Please remove any used nappies from the Village Hall

WIFI – WIFI is available in the Hall . The internet connection is "Village Hall" and the password is "pres1234".

CLEARING THE HALL – CHECK LIST

Please be aware that the Hall should be cleared, cleaned and vacated by the end of your booking. Extra charges will be incurred should the Hall not be ready for the next user or for the Caretaker to lock up. Please use the following checklist before leaving the hall.

- Sweep/Vacuum and if necessary mop floors in areas of use.
- Empty bins and put in new bin liners
- Unplug any appliances used.
- Ensure that the cookers/hob, dishwasher and hot water machine are ALL switched off
- Wipe down any tables used before stacking
- If used, please clean the inside of the ovens and dishwasher (see user instructions for dishwasher)
- If used, please empty the kettles
- If food has been served, please complete the **Food Hygiene form** (Annex 2) and leave it in the black folder in the caretaker's drawer.
- Switch of all lights (including the toilets). The main entrance light will time out soon after you leave.
- Close all windows and ensure all SIX doors are locked: Patio Door, 2 Fire Exit Doors in the main hall, Fire Door behind stage, Fire Exit Door in the table tennis room and inner front door.
- Put all chairs neatly in the racks. See **Appendix 3** for full instructions on how to stack chairs.

Please remember that the caretaker does not clean up after you, it is the hirer's responsibility to sweep and clean the rooms they have used and leave the hall ready for the next user. Cleaning equipment is located in the Meter cupboard. Please do not use the electric floor cleaning machine.

THANK YOU FOR HIRING WINTERSLOW VILLAGE HALL

Annex 1

Fire Notice for the start of meetings, functions or events please read out to all present:

Winterslow Village Hall

Your safety is very important to us, so please will you listen to the following safety notice:

- There is a no-smoking policy in this Hall – smoking is not permitted anywhere within the building or near to entrances or exits where people may pass.
- The building is fitted with Fire Alarms.
- In the event of a fire, or when the Alarm sounds continuously, please leave the building immediately.
- Proceed directly to the green Fire Muster point at the Doctors Surgery. The Surgery is at the front of the car park.
- Do not attempt to collect any valuables or personal effects.
- Please point out to the person in charge anyone who is missing or who may be in the toilets. The person in charge will check - providing it is safe to do so.
- Locations of designated exits and escape routes are: two in the Main Hall, one at the left hand rear of the Stage, one in the Table Tennis room. You can also exit via the Main Entrance or the Committee room, if safe. Please leave by the nearest exit.
- You must not return to the building unless instructed to do so by an officer of the Fire Brigade or by the person responsible for controlling re-admission to the building once the all-clear is given.
- If you discover a fire, shout 'fire' loudly and stay calm. There are 'break glass' stations by each designated Fire Exit, and at the main entrance.
- The easiest wheel chair exits are at the rear of the Main Hall (best), or via the Main Front entrance – if these are safe to use.

Thank you.



Middleton Road Winterslow Salisbury Wiltshire SP5 1PQ
 Telephone 01980 863337
 Registered Charity Number 1183009

FOOD HYGIENE RECORD
(only complete if supplying food)

Date of function			
Name of Hirer or Group using Hall			
Names and addresses of people providing food:-	1		
	2		
	3		
	4		
Type of food provided:- Cold buffet/cakes and buns/hot meal/sandwiches etc.			
Who is the food provided to:- Children/general population/pensioners etc.			
Number of people being catered for.			
Temperature of Refrigerator (if used)			
<u>Please tick the boxes relevant</u>			
	Yes	No	Comments
Food handlers free from illness			
Food contact surfaces disinfected			
Kitchen Clean			
Equipment clean			
Food cooked thoroughly			
Cold food stored correctly below 8°C			
Evidence of pests			
Food Waste removed safely			
If you require any help with this form please contact the Booking Clerk, Trish Campbell on 01980 863490			
<u>PLEASE LEAVE THIS RECORD IN FILE, IN THE TOP DRAWER OF KITCHEN, AFTER YOUR EVENT.</u>			

CHAIRS



Please stack chairs with the legs straight to avoid damage.

Thank you

