

## HALL USER NOTES

### **Entrance**

You will need to open the central lock of the automatic doors with black (or blue) plastic topped key. Then insert Yale type key into lock to the right of the doors, turn to the right once. Once inside, turn right to locate door controls. Opening instructions are detailed on the wall by the door control, but gently turn plastic grip twice to the right. This will mean the control knob is facing the top – which means two way traffic. Do not use other positions.

### **Exit**

On leaving the hall, turn plastic grip gently twice to the left. The doors will close and click shut. Now press the push button above, and the door will open for a few seconds to allow you to exit. Now stand to one side to allow doors to close, you will hear a 'click'. The doors are now locked from both sides. **To secure the building please use black (or blue) key to double lock the front door.**

### **Heating**

The automatic under floor heating system is on a night time heating system and needs no adjustment. Main Hall, committee room and doctors' rooms, where additional ceiling heating is employed, are provided with adjustable thermostats to enable it to be turned off or set to desired temperatures.

**An electric heater is available in the conference room or interview room, it is kept in the interview room.**

During the winter time there is the additional main hall ceiling heating fan controls which can be used, but hirers are requested to be energy conscious in their use. Switches are adjacent to the lighting switches.

### **Hot Water**

Hot water can be switched on/off by means of timer switches located in the following positions.

**Kitchen/servery sinks** On arrival, switch on the CPD WH switch located by the water heater.

The push button timer for the heater is located in the cupboard underneath. Press the button once, or twice or three times. The heater will be on one, two or three hours. A light on the switch illuminates whilst it is on.

**Interview Room** By the door into the committee room, press once for 2 hours.

**For hot water for sinks in the toilets** there is a push button control on the wall in the accessible toilet. This will automatically turn off after an hour.

**Dishwasher** Comprehensive instructions are affixed to the wall above the dishwasher. Please follow them carefully and in order.

## **Cold Water**

Drinking water may be taken from any cold tap

## **Ventilation**

General ventilation is by means of windows and doors.

Two speed ceiling fans in the main hall can be used (during summer months) to create some Air movement. Switches are adjacent to the lighting switches.

## **Lighting**

**Main Hall:** four rows of high frequency fluorescent lights – one click for ‘on’ and second click for ‘off’ Continual pressure will dim or brighten in any one row.

**Committee Room:** Similar operation

**Kitchen/servery:** dimmable to allow subdued lighting when hatch is open. Down lighters over the serving area operated by pull cord.

**External:** Lighting is switched from the right hand side of the main entrance when facing out. On vacating the building (after switching off **ALL** the lights) there is an override delay button above the switches to allow lighted exit. The outside hall wall lights also work automatically by sensors during the night time.

**PLEASE REMEMBER TO TURN OFF ALL VENTILATION AND LIGHTING WHEN VACATING THE HALL.**

## **Gas**

The Gas hob is served by bottle propane gas. **In the event of a suspected gas leak, open all doors and windows, extinguish any naked flames, and do not turn on any electrical switches. Notify contact number immediately.** The main oven is electric.

## **Accessible toilet – alarm system**

A pull cord will activate an alarm and flashing light outside the room to summons assistance. The alarm can be de-activated from inside the room by a push button.

## **Automatic Alarm System**

All hirers must acquaint themselves with the Notes ‘Action in the Event of a Fire’ beside the Fire Contact Panel, inside the first set of doors.

Red alarm points are located adjacent to all external exit doors.

The front entrance/exit doors, doors opening into the corridor and doors in the hall are fitted with magnetic hold open devices. When the fire alarm is active, the magnetic closers are de-energised and the doors will close but not lock.

## **Electricity**

The building is served by a 3 phase supply

## **Naked Flames**

No naked flames (eg decorative candles and tea lights) are permitted, except for candles on cakes.

## **Noise Control**

An electronic device is installed in the main hall which monitors the volume of sound of any sound producing equipment and provides a visual warning via a flashing red light if the levels exceed a pre set level. Failure to respond within a pre set time causes the power supply to the equipment to be switched off by the isolation of two 13 amp double sockets, coloured red, located on either side of the stage area. Providers of entertainment should be instructed to use only these sockets.

**Music should finish by 12 midnight. Hirers are requested to co operate over noise control in the interests of good neighbour relations.**

## **Rubbish**

Please make arrangements to take all your rubbish away. Small amounts may be left in the bins by the kitchen door.

Please take all your recycling away too.

## **Smoking**

Hirers are responsible for ensuring compliance with non smoking legislation. External smoking may not take place within 2 metres of the exit doors to ensure that they are not constantly triggered to open, and allow smoke to flow back into the building and simultaneously allow heat and noise to escape. A bin for butts is on the far right of the front wall as you face it.

## **Emergency contact details**

In the event of difficulties, please call one of the key holders listed below:

Kath or Nick Heirons	01296 651886
Patrick Croker	01296 651847
Arthur Evans	01296 655381
Deb Barker Boyd	01296 655379