

## NOTES FOR HALL USERS - March 2017

### 1. **Betley Village Hall is accessible via:**

- a) **Front door** which is opened by turning the key in the lock of the **left hand door** anti-clockwise. If both doors need to be opened, open the left hand one first then, lift lever locks on inside edge of the other door. The doors open both inwards and outwards and are self closing unless you wish them to remain open in which case push/pull them back to a 90° angle and they will stay open until they are pushed/pulled to the point where they start to close automatically. To lock the left hand door simply turn the key in the lock. If both doors have been opened check that the right hand door locking levers have been secured again. There is a lozenge shaped knob inside one door which can be turned to secure the door without using the key this means that the door can be opened quickly by an adult in the event of an emergency or to allow an authorised visitor access to the hall.
  - b) **Back door**, which opens outwards after key has been turned in the lock. This door is also an emergency/fire exit and will open from inside by pushing the cross bar. Please note that if the door is opened by the key from the outside it will have to be locked again by the key. If the door is opened from the inside by pushing the bar, the door will automatically lock when closed from the outside. A key for this door is available on request only.
  - c) **Side door** next to kitchen. A key for this is available on request only.
2. **External lights.** There is a round **delay switch** button on the entrance hall wall, by the bar kitchen door, which will illuminate three lights in the porch. There is another one by the back door which illuminates the rear car park. Just push them to turn them on, they will go off automatically. Just inside the door which leads to the kitchen from the cloakroom there is a bank of light switches on right. The areas which they illuminate are marked on a chart by the switches.  
NB - the **emergency light** in the entrance hall and the light above the defibrillator box in the porch remain on at all times.
  3. **Windows:** There are long wooden poles available in cloakroom area to open top windows for ventilation.
  4. **Heating:** The boiler operates on a timer. If you alter the thermostat, which is located in the left hand corner of the main hall as you enter the hall from the double doors, please ensure that you turn it back to the marked spot.
  5. **Electrical Appliances:** If any mains electrical appliance is brought into the hall by a user, it is the hirer's responsibility to ensure it is safe and has a current PAT sticker where appropriate. Care must be taken when loudspeakers and microphones are in use that they must not be positioned where they might fall off the front of the stage.
  6. **Hall P.A.:** A key for this is available on request only. The **2 grey square doors** either side of the stage covering the bass speakers **MUST BE REMOVED** before switching on system. Failure to do so will cause expensive damage!
  7. **Storing tables and chairs.** Please use the chair and table trolleys. Table tennis tables, trestle and roundtables and chairs must be put back where they came from and **chairs stacked neatly in piles of 8**. Access to the two other storeroom doors must be kept clear.
  8. **Curtains.** All curtains, including the stage curtains, must be opened and closed by use of the appropriate cord. Failure to do so can result in damage to the tracking system which will be repaired at the hirer's cost.
  9. **Access to – the Meeting Room, Kitchen equipment, drinks chiller unit, counter top freezer, Stage, basic stage lighting, public address system, piano, external power sockets or ladders** is not permitted unless a hirer has specifically requested those facilities. The Defibrillator in front porch is always accessible
  10. **Clearing up.** The Hall floors must be swept and left clean after use. Brushes are kept in the chair store. Any spillages should be mopped up. Tables and work surfaces must be wiped clean. A mop and bucket, dustpan etc are stored in steel cupboard in cloakroom. Please remember to check the outside areas too.
  11. **Rubbish** –Betley's refuse collection is currently undergoing changes and the Hall is now being charged by The Council for black bin emptying. Take your excessive waste to tip please. Recycle as much as possible using the bins provided as this is a free service. Plastic bottles and waste food **MUST** put into bags before being placed in recycling bins. See notices in hall.
  12. **Locking up.** On departure please check:  
For any damage that may have occurred. Damage must be reported when returning keys  
Windows are closed securely  
Heating thermostat turned back to original position  
Toilets/urinals are clean, flushed and all taps turned off  
Taps are turned off and the water boiler in the kitchen turned off at wall  
All internal and external lights turned off, apart from emergency light in entrance and lights on timer  
Emergency exits and internal doors closed and locked where necessary. All external doors are locked.