

## **COLEBROOKE PARISH HALL**

### **INSTRUCTIONS FOR HALL USERS**

#### **ACCESS:**

There are three points of Entry to the Parish Hall. Different Yale type keys open the front and side double doors. Keys can be obtained from the Steve Graham (84209); if the keys are going to be retained for more than 1 day, a returnable deposit of £25 may be required.

The rear door is a fire exit and is opened from inside the Hall. Because of the Victorian layout of the Hall, the rear door is the best access for wheelchair users.

There are inner double doors after entry through the side access that can also be locked to allow people not otherwise using the Hall to have access to the unisex WC inside the side door.

**To allow for safe exit in the event of incident, the Hall users must make sure that all access doors are unlocked while the Hall is occupied.**

#### **FIRE:**

There are two fire extinguishers in the main hall and one in the kitchen. Because of the Hall size, there are no fire alarms. In the event of fire, the person finding the fire must shout an alarm loudly. All occupants must leave the Hall quickly by the nearest door and gather in the roadway outside the gate. The fire brigade must be called. The person arranging the event at the Hall is responsible for ensuring that everyone attending is aware of this procedure and that the Hall is cleared in the event of fire.

#### **ELECTRICITY SUPPLIES:**

The main switchboard is in the cupboard at the back of the stage. A diagram is attached. With the exception of the Main Hall heaters master switch, which is a small domestic switch, all the other switches are ON when UP.

#### **HEATING:**

The hall infrared heaters are operated from the main switchboard. They are fed through the right hand coin meter (£1 coins required) and can be switched on in pairs. There are separate infrared heaters with their own £1 coin operated meters in the bar and meeting room.

The kitchen has two floor level fan heaters, with marked switches on the wall above the main work surface. They are fed from the kitchen socket circuit, the isolating switches for which are on the main switchboard and are shown. These heaters are not coin operated.

## **LIGHTING**

There are two types of lighting to the Main Hall. The overhead strip lights, operated from a single switch in the switch block just inside the inner doors to the side entrance, supply the main lighting. More subdued and variable lighting can be provided by the spotlights reflected off the sidewalls, and onto the stage; these are operated from a dedicated switch-panel inside the electricity cupboard on the main stage. There are dedicated spot lights for the stage operated from a dimmer switch to the side of the stage. A switch in the front door lobby operates the outside lights.

## **EXIT LIGHTING**

When leaving the Hall after dark, all lights must be switched off. There are two timing switches that enable a safe exit to be made from Hall by providing side access and outside light for about 10 minutes. One, in the front door lobby, maintains the lights on the south east corner of the building and by the gate. A second timer, just beside the main light switch block in the main hall beside the inner door access, maintains lighting over the lobby and steps.

There are lights to the path running to the north side of the church, connecting to the car parking area in the Community Amenity Area. Please contact the Chairman or Steve Graham if you require these.

## **KITCHEN APPLIANCES:**

**Cookers:** Each of the two hobs and ovens has an individual isolating switch, marked in the main switchboard as shown. They also have marked isolating switches in the kitchen. There is a microwave cooker.

**Hot water:** Hot water is constantly available. Please be economic with its use.

**Refrigerator.** The refrigerator is kept off to save cost but is available for use if required. Please ensure that at the end of your event, the power is off (switch behind the fridge) and that the door is left ajar.

The kitchen appliances and the immersion heaters are not coin operated.

**Please switch off all electrical appliances on completion of your event.**

In event of difficulties, contact Graham Shepherd (85051) or Steve Graham (84309)

## **USERS RESPONSIBILITIES FOR THE CLEANLINESS AND SAFETY OF THE HALL**

**Although a cleaner is employed for the hall, if the kitchen or its contents are left dirty or in a mess, it has to be remedied by the Committee**

### **SO PLEASE**

#### **FOR CROCKERY AND CUTLERY**

Wash it up when you have finished

Dry it and put it away in its proper place before you leave.

#### **FOR TEA TOWELS**

Bring your own tea towels if you are a regular user.

If you are using the Hall for an event, place used tea towels neatly by the sink so that they can be identified, washed, ironed and returned.

#### **FOR RUBBISH**

Please place all your rubbish, recyclable and non-recyclable, into bags and remove them when you leave. The cleaner is not available to put rubbish out for collection.

#### **FOR WORK SURFACES**

Wipe down all work surfaces before you leave.