



The Dolphin's Hall – User Manual

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Entrance Lobby / location of light switches

Lights

- The light switches are located in the entrance lobby to the left hand side of the doors into the hall. The left hand switch is for the lobby lights and the right hand one is for one set of the hall lights.
- The switch for the 2nd set of hall lights are in the kitchen (2nd on the right on the panel of four switches).
- The up lighters are turned on/off from behind the curtained door (labelled) on the stage (left hand side of the wall).
- TURN OFF all lights before you vacate the building.

Fuse Box can be located in the tall cupboard in the kitchen.

Toilets

Extra toilet rolls or paper towels are located in the cleaning cupboard **at the rear of** the kitchen

Baby Changing unit is located in the disabled toilet

1. Fire Safety

Fire extinguishers can be found in the following locations:

- (1) A water extinguisher is located **outside the ladies toilet**
- (2) 1 powder and 1 water extinguisher are located in the **bar area**
- (3) 1 Powder and 1 CO2 extinguisher can be located in the **kitchen**
- (4) 2 fire blankets can be located in the **kitchen**

Fire Exits / evacuation procedures

- (1) A fire exit to the gardens is located in the bar
- (2) A disabled fire exit to the car park is located at the front of the hall by the stage
- (3) In the event of fire, the building should be vacated and ASSEMBLE IN THE RECREATION AREA.
- (4) **PLEASE MAKE SURE THAT YOU DO NOT BLOCK ANY OF THE FIRE EXITS AT ANY TIME**

2. The Bar

Please ensure you are fully aware of the terms and conditions relating to LICENSING. A copy of these can be found at the back of this manual.

3. Kitchen

Hot Water

- The on /off switch for hot water is located by the sink.
- Please ensure that you switch it OFF before you vacate the hall.

Rubbish

- All rubbish is the responsibility of the Hirer and **must be removed from the premises and surrounds of the hall and taken off site.**
- The rubbish must NOT be placed in bins within the hall.
- Rubbish must NOT be placed in the wheelie bins in the car park.

Cleaning Cupboard

- A small vacuum cleaner, mop and bucket, dustpan and brush, squeegee mop, spare toilet rolls, paper towels and black bin bags in this cupboard.

First aid / accident book

- The first aid kit can be found on the wall in the kitchen.
- The accident book can be found inside one of the kitchen drawers.
- All accidents must be reported to the Dolphins Hall Committee.
- The accident book must be completed at the time of the incident.

Water Boiler

Please make sure that this is turned **OFF** after use.

Crockery

- Crockery, cutlery and glasses are available at a rental charge.
- If you are using it please make sure that it is left as you would expect to find it.
- Breakages must be reported and paid for.

4. Hall

Tables and chairs

- Chairs - stack neatly at the back of the hall
- Tables - stack in the foyer on the stands on either side of the double doors
- Please wipe down tables after use
- Please DO NOT put any tables and chairs in the bar area after use.

Heating

- This is on a time switch
- Each heater has an individual control switch and can be turned on or off independent of each other heaters.

Stage

If you use the stage please vacuum the carpet after use.

General Do's and Don'ts

NO SMOKING is allowed in the building whatsoever.

DOUBLE EMERGENCY DOORS in the hall by stage must be kept **CLOSED** at all times

Parking

- Please can you remember to park neatly and within the lines of the car park.
- Please make sure the gate is **SHUT** after your event.

Please remember that tidying up following an event is not limited to the interior of the Dolphins Hall.

Please ensure that all rubbish is cleared up in the foyer and to the front of the building, especially if you want to use our facilities again.

ALL RUBBISH MUST BE REMOVED FROM THE VICINITY OF THE HALL (see page 3)

Do have a good time but when YOU and your guests leave please remember your neighbours and make the minimal amount of noise!"

We hope that you have enjoyed using the facilities we have to offer and hope to see you again soon.

Thank you.

The Management Committee