



---

# PARISH HALL INFORMATION V1

---

For all Users of the Parish Hall



1	Index
2	Introduction
3	Entrance and Door locks
4	Booking the Parish Hall
5	First Aid, Fire Safety and Safeguarding
6	Contacts – Who to call
7	Windows and Blinds
8	Heating
9	Tables and Chairs
10	Internet
11	Meeting room Inventory
12	Kitchen Facilities
13	Kitchen Inventory
14	Dish/Glass washer instructions
15	Sports Equipment
16	Music system/Projector/Disco Lights
17	Forest Hut
18	Muga
19	Rubbish and Recycling

JULY 17 TH , 2023

GREAT BRICKHILL COMMUNITY CENTRE

## 2 Introduction

Welcome to the Great Brickhill Parish Hall Information Pack.



This folder will be useful to all who hire the facility, providing a guide to rules and safety, plus instructions for getting the best from the equipment provided.

### 3 Entrance and Door locks

The main entrance door is on the south side of the building and is protected by a key coded door lock, to the left side of the door.

- a) Entry: The code to enter is currently set to '1898' and a reminder of this can be seen on the wall facing the main doors.



- b) Exit: To open the door, press the Geen Exit Button, to the right of the main door. This will release the door lock.

Please ensure the door is fully closed before leaving.

All other doors should be kept locked, unless in use. They all have emergency fire exit locks fitted, to allow for rapid opening, in case of an emergency.

#### 4 Booking the Parish Hall

All the facilities in the Parish Hall, including the MUGA and the Forest Hut, are booked through our community web site, using the URL shown below.

<https://greatbrickhillcommunitycentre.co.uk/>



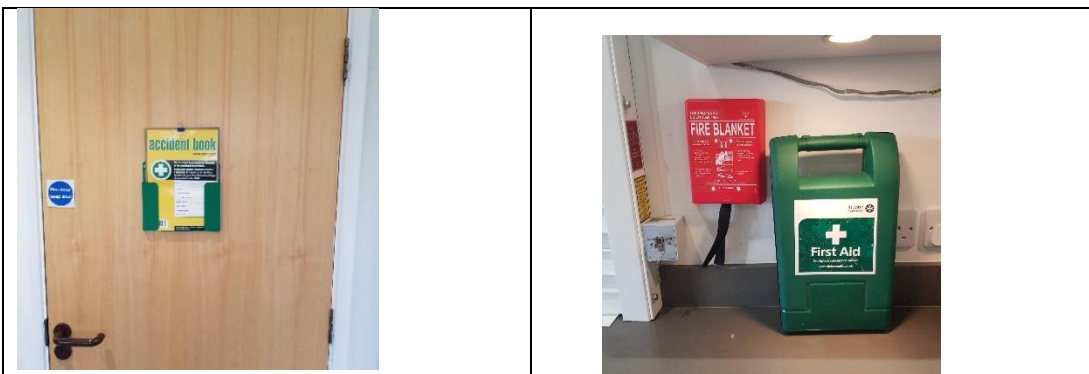
- 1) The main Parish Hall is available for sports, exercise and dance groups, children and adult parties, quizzes, presentation evenings and all types of celebrations.
- 2) The ground floor Meeting Room. Up to 20 people can be seated for meetings, clubs or small groups.
- 3) The MUGA. A multi-use games area, suitable for five-a-side football, basketball, hockey and mini-tennis.
- 4) The Forest Hut. Available for parties, meetings, clubs or societies.

## 5 First Aid and Fire Safety Procedures

The following Policies are in use within the Parish Hall and all users are asked to familiarize themselves with them.

- a) Accident Reporting and H & S
- b) Incident Reporting Form
- c) Safeguarding Policy (Full Policy available on PH web site)

First Aid: - There is a First Aid kit in the kitchen and an Accident Record Book, for you to fill in. Please ensure you report any use of the first aid kit, so it can be replaced.

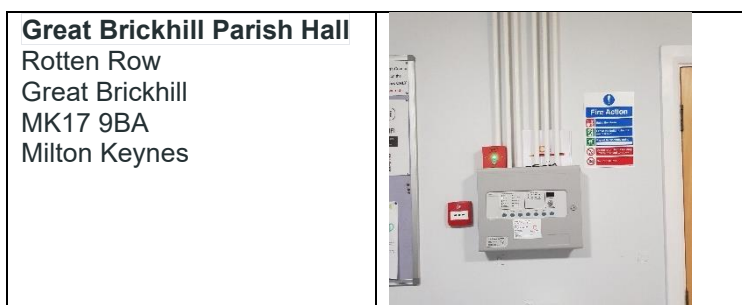


Accident Reporting Book

First Aid kit and fire blanket in kitchen

### In case of a FIRE:-

- a) Raise the Alarm (Activate the fire alarm system by breaking the glass on the nearest fire point.)
- b) Leave the building by the nearest exit. (Evacuate all persons from the building)
- c) Report to the Assembly point. (Next to the Salvation Army clothes collection bin.)
- d) Call the fire brigade if necessary and report the fire using this address.





## **Great Brickhill Parish Hall**

### **Accident Reporting and H&S Policy**

**September 2022 – V2**

The **Great Brickhill Parish Hall** is strongly committed to encouraging all users take full advantage of the Parish Hall facilities, but the health, well-being and safety of each individual on site, is always our paramount concern.

**HEALTH AND SAFETY POLICY:** To support our Health and Safety policy statement we are committed to the following duties:-

- Undertake regular, recorded risk assessments of the premises and all activities undertaken within the Parish Hall.
- Create a safe environment by putting health and safety measures in place as identified by the annual risk assessment.
- To keep up to date with government Covid-19 guidance and Parish Council Covid-19 guidelines.
- Ensure that sufficient Covid-19 information is provided to visitors and that appropriate posters and signage are in place.
- Ensure that all users are aware of, understand and follow the venue's health and safety policy.
- Appoint a competent committee member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all venue users.
- Provide access to adequate first aid facilities.
- Report any injuries or accidents sustained during any venue activity or whilst on the PH premises.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.
- **As A Parish Hall User - YOU HAVE A DUTY TO: -**
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.
- To keep up to date with all guidance issued by the committee on Covid-19 and to ensure adherence to all Covid-19 measures introduced by the Parish Council.
- Co-operate with the Parish Hall committee on health and safety issues.
- Correctly use all equipment provided by the venue.
- Not interfere with or misuse anything provided for your health, safety or welfare.
- **Parish Hall HEALTH AND SAFETY OFFICER: - David Bratt.**
- **FIRST AID:** The First-Aid Kits are in the Kitchen and Bar areas.
- This Policy is reviewed annually (or earlier if there is a change in national legislation).
- This Policy is recommended for approval by The Committee.

## **Reporting Accidents**

It is important that we report accidents correctly and promptly.

**This is what you must do when an accident occurs: -**

**Minor Accidents and injuries.** The Parish Hall maintains First Aid Kits for use in the event of minor injuries. All injuries should be reported in the Accident Report Book (kept in the kitchen, with the First Aid Kit) and a copy passed to the Secretary for filing.

- ☐ The First Aid Kit is a clearly labelled green box located in the Parish Hall Kitchen. Reserve supplies and some additional items are available at number 1 Horsepond. This kit is limited in its scope but should adequately cope with the more usual minor injuries likely to arise. All Qualified First Aiders should acquaint themselves with the contents.
  
- ☐ Accident Report Book. It is a legal requirement for the Parish Hall to provide an Accident Report Book and this is located with the First Aid Kit in the Parish Hall Kitchen. It is compliant with the Data Protection Act and should be used to report all accidents or injuries that occur on site. It is usual for the casualty themselves to make the report and submit it to the Committee Member named in the Report Book. However, in the event of a serious accident, when this may not be possible, the Senior Member taking charge of the situation should ensure that it is completed.
  
- ☐ **Serious accidents or incidents.** In the event of a serious accident or major incident, the Emergency Services should be summoned. The senior Member present (Normally the person responsible booking the venue, or a member of the Parish Hall Committee,) should immediately take responsibility for coordinating all action and reporting the matter, both in the Accident Report Book and directly to a Committee Member.
  
- ☐ It is a legal requirement that any major accident (one resulting in hospitalization in excess of 24 hours), regardless of perceived liability, is reported to the HSE. (Health and Safety Executive)
  
- ☐ It is also an insurance requirement that certain matters be reported to the insurance brokers.
  
- ☐ It is, therefore, imperative that the Secretary is also alerted promptly so that the matter can be correctly followed through.

Adopted by the Parish Hall Committee on : \_\_/\_\_/\_\_

## Incident reporting form **V1 : 20/09/22**

Your information			
Name			
Address			
Contact number(s)			
Email			
Name of organisation		Your role	

Personal information – child / young person					
Name				Date of birth	
Gender <sup>i</sup>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Is there any information about the child that would be useful to consider?					

Contact information – parent / carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Role within the sport or relationship to the child	
Contact number(s)			
Email			



Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)

\* Attach a separate sheet if more space is required (e.g. multiple witnesses)

Incident details (continued)			
Child's/Person's account of the incident			
Please provide any witness accounts of the incident			
Name of witness (and date of birth, if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date			
Has the incident been reported to any external agencies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further details:	
Name of organisation / agency			
Contact person			
Contact number(s)			
Email			

Agreed action or advice given
-------------------------------

Declaration	
Your signature	<input type="checkbox"/>
Print name	
Today's date	

Contact your organisation's Designated Safeguarding Officer in line with <b>Great Brickhill Parish Hall</b> reporting procedures	
Safeguarding Officer's name	<b>David Bratt</b>
Date reported	

## **GREAT BRICKHILL PARISH HALL**

### **Safeguarding Statement**

#### **Details of premises and staffing**

The Parish Hall (total occupancy 180) comprises a main hall, a meeting room and a kitchen with cooking facilities.

There are currently no staff employed and the hall is managed by members of a management committee, who may assist at events run by the committee or at events run by hall-users. There are no current plans for the committee itself to provide activities specifically for children in the absence of a parent/carer. Likewise, there are no current plans to provide activities specifically for vulnerable adults but it is recognised that vulnerable adults may attend any activities open to adults.

*All Great Brickhill Parish Hall Committee members, staff and volunteers have a duty to safeguard vulnerable users of the hall and its premises including children, young people, adults with learning difficulties or physical disability, frail, elderly people, carers and others who may come into contact with vulnerable users.*

*They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person.*

*This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.*

#### **Principles**

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children will not be permitted or tolerated.

#### **Policy Statement**

No member of the trustees, helpers or other volunteers or staff will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure (see box below) and introductory Child Protection or Vulnerable Adults Protection training.

All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.

All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues, and should be offered introductory training. A copy of the appendices will be provided to all who request it.

There will be a nominated and named Vulnerable Users representative to who any suspicions or concerns should be reported. This person is David Bratt.

The management committee will endeavour to keep the premises safe for use by children and vulnerable adults. The committee recognises that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled adults.

Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required (see table below) should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.

The committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. The committee will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film or show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

## 6 Contacts – Who to call

Useful contacts for the Parish Hall:

- a) General Enquiries – Dave Bratt: Mob: 07748 768281
- b) Caretaker and Cleaner



- c) Booking enquiries

**James Hu**

Booking Administrator

Great Brickhill Community Centre

07946 377422

[james@alpha-plus.org](mailto:james@alpha-plus.org)



# Great Brickhill Parish Hall Hire Rates

Valid from 1 October 2023

Main Hall	Regular GB resident	Casual GB resident	Regular non-GB res.	Casual non-GB res.
Weekday 08:00-18:00	£9/hr	£12/hr	£15/hr	£18/hr
Weekday 18:00-24:00	£11/hr	£15/hr	£19/hr	£23/hr
Weekend 08:00-18:00	N.A.	£15/hr	N.A.	£30/hr
Weekend 18:00-24:00	N.A.	£20/hr	N.A.	£40/hr
Weekend 08:00-24:00	N.A.	£200/hire	N.A.	£400/hire
Hire of circular banquet tables (upto 10)	N.A.	£40/hire	N.A.	£40/hire
Hire of circular banquet tables clothes (upto 10)	N.A.	£40/hire	N.A.	£40/hire
Extra cleaning if req'd	£25/hr	£25/hr	£25/hr	£25/hr
New Year party rate for the evening	N.A.	£180/hire	N.A.	£270/hire
Hire for election polling station				£270/hire
Other facilities				
Meeting Room	£6/hr	£8/hr	£10/hr	£12/hr
Forest Hut	£7.50/hr	£10/hr	£12.50/hr	£15/hr
MUGA	£9/hr	£12/hr	£15/hr	£18/hr

- Definition of regular usage is a booking for at least 10 weeks (school term).
- Please note set-up/clean 0 mins allowance - hire to be paid for the entire occupancy.
- Minimum booking time for party is 4 hours. • Refundable deposit of £100 for adult party.

## 7 Windows, Blinds and Projector Screen

All the windows, blinds and projector screen are controlled only via remote handsets. These can be located in the main hall in these locations.

- a) All Windows – attached to the south wall
- b) Main window blinds North and South
- c) Projector control South end
- d) Far fire door blind – on door



<u>Windows</u> Use the up arrow to close and down arrow to open.	<u>Blinds</u> Note Select '0' for south wall blinds and '1' for north wall blinds
---	--



<u>Projector</u> Use the open and close buttons to activate the screen.	<u>Fire Exit Door Blind</u> To left of door
--	--

## 8 Heating

The central heating is managed via an internet connected app (Hive) and will usually not need to be changed.

If you find you need to alter the temperature in the main hall, please note:-

- a) Use only the thermostat shown in the picture below, located on the left side wall, between store room doors.
- b) Please leave the HIVE set to schedule. Do NOT switch to manual.
- c) Adjust the temperature by a small amount and not fully up or down.
- d) Always leave the temperature set to 10deg c when you leave.





## 9 Tables and Chairs

These can be hired when you book the main hall. Two types of table are available.

a) Oblong tables, which will seat eight people



b) Banquet tables – round, which will seat six people



## 10 Internet

The Parish Hall has a good internet service, which hirers can utilize within the main hall and small meeting room.

The internet is supplied as part of our Community Hub agreement with GigaClear and can be accessed using this QR code.



Network Gigaclear\_882C  
Password cciwj6vmyu

## 11 Meeting room and Inventory

The small Meeting Room, located near the front entrance on the rhs, is a fully equipped meeting room, with the following facilities:-

- a) A large boardroom style table, which can accommodate up to 16 people.
- b) A very large smart TV screen, which is internet connected.
- c) An advanced Video Conferencing system, with Zoom account.
- d) A small kitchenet, with fridge, microwave and washing up facilities.
- e) A dedicated heating system for the room.



Inventory. The following items are supplied with this room and should always be returned to their original locations. Any missing items or breakages should be reported to James Hu and may be charged.

### **MEETING ROOM - INVENTORY**

1	Kettle
1	Microwave
11	Wine glasses
5	Wine glasses – 75ml
5	Tumblers
1	Glass – pint
	Miscellaneous cutlery
	First Aid Kit
	Projector and stand

## 12 Kitchen Facilities

The kitchen is a modern well-equipped facility, capable of providing drinks and meals. It has the following features:-

- a) An instant hot water device for hot drinks
- b) A professional dish/glass washer
- c) A fridge/freezer
- d) A Double Oven
- e) A Microwave
- f) Two large sinks
- g) A ceramic hob
- h) A toaster and kettle

In addition to the above, section 11 provides a full inventory of crockery and cutlery.



Parish Hall Kitchen.



Lincat Water Heater

## 13 Kitchen Inventory

1	Kettle
1	Toaster
1	Microwave
1	Water heater (wall)
	<b>IKEA CROCKERY (new)</b>
60	Dinner plates
61	Tea plates
59	Pudding bowls
1	Serving bowl
6	Oval serving plate – small
6	Oval serving plate – medium
4	Oval serving plate – large
1	Serving platter – large
28	Mugs
31	Cups
30	Saucers
	<b>PATTERNED CROCKERY (top lefthand drawer)</b>
12	Tea plates - small
8	Tea plates - large
4	Mugs
8	Dinner plates
8	Tea cups
8	Saucers
2	Pudding bowls – large
8	Pudding bowls - small
3	Milk jugs
1	Oval plate
1	Sugar bowl
2	Teapots
6	Coasters - Square
8	Coaters – round
6	Place mats
	<b>GLASSES</b>
55	Ikea Tumblers
37	Ikea Wine glasses
33	Misc wine glasses
16	Beer glasses (pint)
4	Misc glasses (straight)
1	Vacuum wine cooler
	<b>OLD STYLE CUPS AND SAUCERS</b>
35	Cups
56	Saucers
3	Dishes (Chipped)
	<b>CUTLERY</b>
45	Knives
103	Forks
36	Dessert spoons
50	Teaspoons

3	Dessert forks
	Serving spoons – large
3	Serving forks – large
1	Serving tongs
4	Knives - misc
10	Forks – misc
9	Spoons – misc
1	Knives – sharp
1	Ladle
1	Bread knife
1	Plastic spoon - large
	Bottle opener
	Scissors
1	Cake slicer
	<b>SAUCEPANS</b>
1	Milk pan
1	16cm saucepan and lid
1	20cm Saucepan and lid
2	22cm Saucepan and lids
	<b>MISCELLANEOUS</b>
1	Large plate
1	Oblong glass platter
6	Glass pudding bowls
8	Water jugs
2	Coffee pots
3	Coffee jugs
2	Metal teapots
2	Cheese grater
1	Bowls – glass
4	Bowls – metal
2	Cooling racks
6	Plates – miscellaneous
1	Tray – large
2	Tray – small
1	Cake tin
8	Plastic disposable serving trays
3	Chopping boards - plastic
2	Chopping boards - glass
3	Sieves
	White plastic table cloths
1	Oven glove
6	Oval plates – small
6	Oval plates - medium
4	Oval plates - large

## 14 Dish/Glass washer instructions

### INSTRUCTIONS FOR USE OF G/T-OEM 500 DISHWASHER

#### 1) **LOADING AND HEATING: - ( DO THIS AT LEAST 30 MINS PRIOR TO FIRST WASH )**

- a) The detergent and rinse aid is located in the cupboard to the left of the washer. Check levels before use.
- b) Close door, **press and hold on/off button** until Blue light comes on.
- c) Wait until the machine heats the main water tank, which is when -
  - left hand digital display at least 85 deg C – Rinse Temp.
  - right hand digital display at least 55 deg C – Water Tank Temp.
  - **Note:** Main isolation switch in cupboard to left of washer.

#### 2) **WASHING:**

- a) Remove scraps of food from tableware.
- b) Load tableware onto the appropriate provided tray.
- c) Open door and insert tray. These are in cupboard to RHS of hob.
- d) Select one of the three wash cycles using buttons on **RIGHT** :-  
Short, Medium or Long (left = 90 sec. center = 120 sec. right = 180 sec)  
Note: The LED inside the selected button will be lit.
- e) Wait for completion of the cycle – light goes out on wash cycle selected.
- f) Remove tray with tableware.
- g) Repeat as required – up to 20 times, before going to draining.

#### 3) **DRAINING:-** Use this when either you have finished washing tableware or need to change the water (depends on how dirty the glasses or dishes are)

- a) With machine turned on – **open the door.**  
Remove the filter - (bottom right side in washer).
- c) Remove the Overflow tube from under the filter - central long tube.
- d) Replace the filter without the overflow tube (Twist to lock).
- e) With the **DOOR OPEN, press and hold** the lefthand wash program button for 5 seconds (The button's LED will flash) - unit will start to drain.
- f) Wait until the LED is off – approx 160 secs.
- g) Replace overflow tube under filter and replace filter.
- h) Turn machine off with power on/off button.
- i) if finished – wipe over the washer and leave door open to dry.

#### 4) **AFTER USE:**

- a) Clean inside of washer, including filter and overflow tube.
- b) Check detergent/rinse aid levels and replace if required.

#### 5) **REGENERATION/DESCALING: Note – machine must be empty.**

This will be carried out by Caretaker – as required.

If the dishes or glasses do not clean, please report to caretaker.

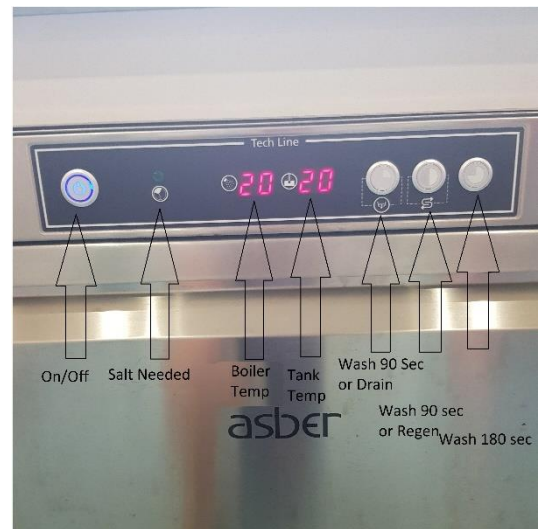
#### 6) **GENERAL:**

- a) Remember to remove larger bits of food waste before placing in washer.
- b) Wash glassware first, placed upside down. Put plates in the basket rack and place cutlery in the basket with handles down.
- c) The wash cycle can be stopped by either switching unit off or opening door.
- d) After use – wipe down washer thoroughly and leave door open to allow drying.





**Fig A : Main controls**



**Fig B : Indicator Lights**



## 15 Sports Equipment

Some items of sports equipment can be utilised by those hiring the main hall.

- a) Badminton posts and nets. (No racquets or shuttlecocks)
- b) Table Tennis Tables

Please take care of these items and ensure they are replaced without damage; in the locations they were found.

## 16 Music system/Projector

### Components

The PA has been installed and set for simple operation. Please do not adjust any settings.

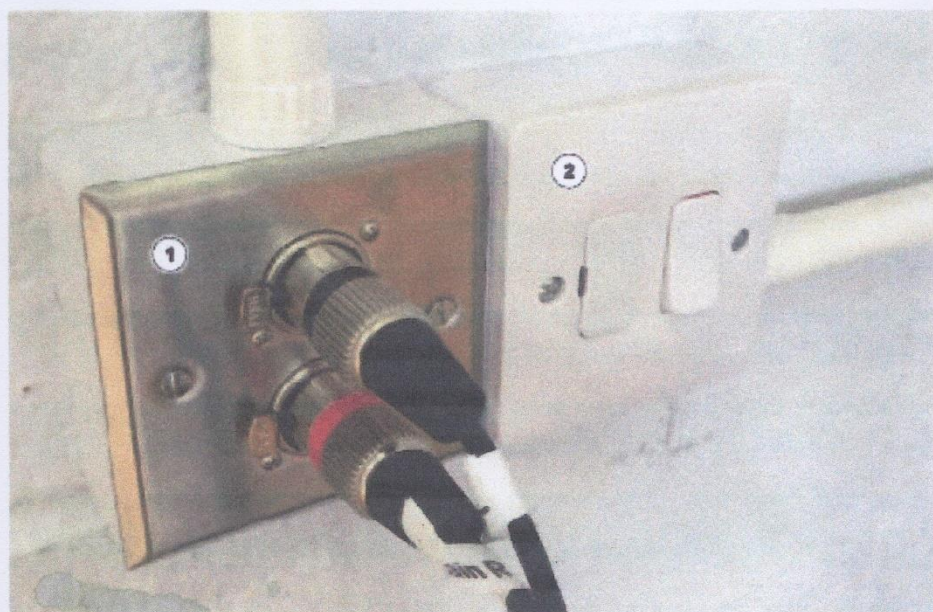
### Components

#### **POWERED PA SPEAKERS**

Are mounted on the end wall and powered on using a single switch located in the right-hand corner of the wall.

The Main audio feed into the speakers is located next to the power on switch and consists of 2 x 3 pin XLR connections, one for the left speaker and one for the right.

ITEM	Description
1	Main speaker inputs
2	Speaker power switch

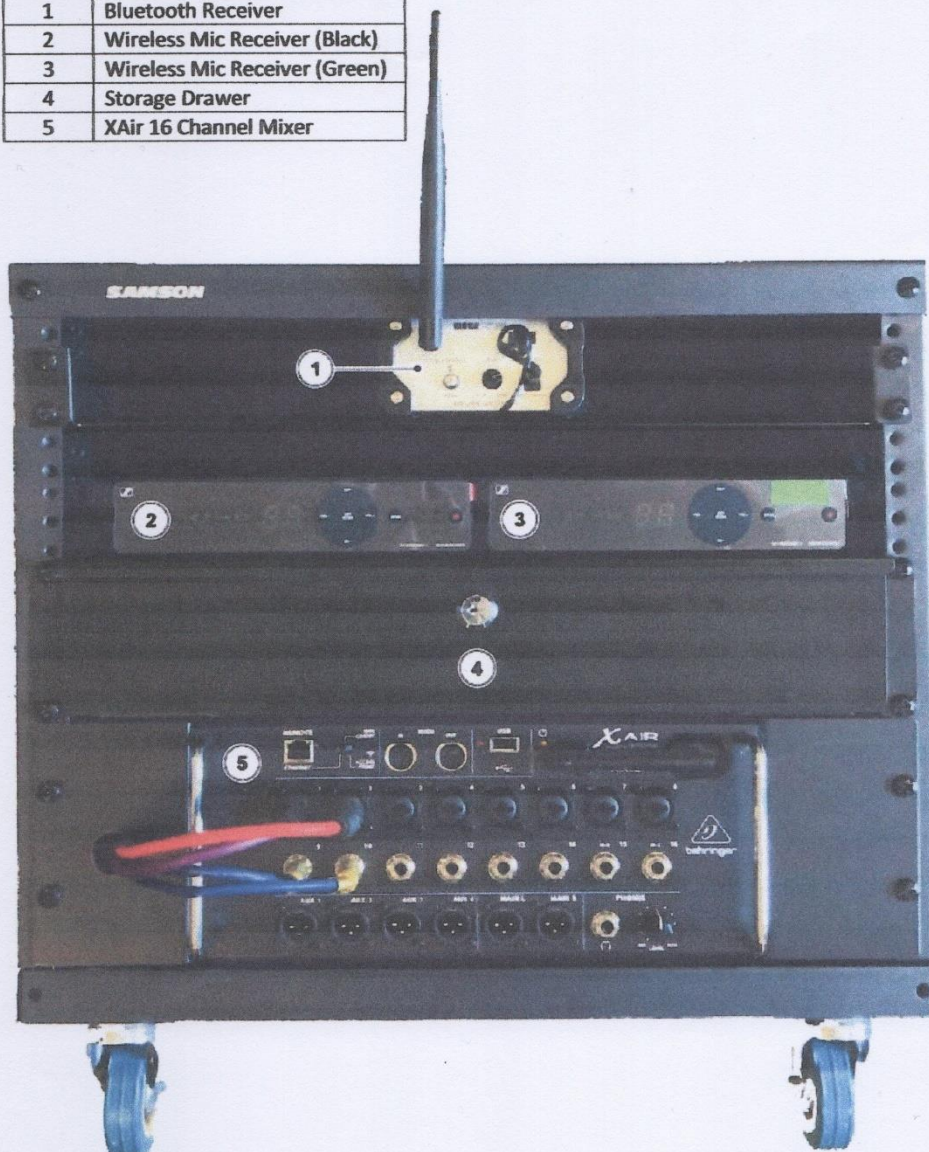




## MIXER RACK

- Mobile rack unit with storage drawer housing all mics and cables for use with the system.
- To power the mixer rack there is an extension lead in the back of the unit.

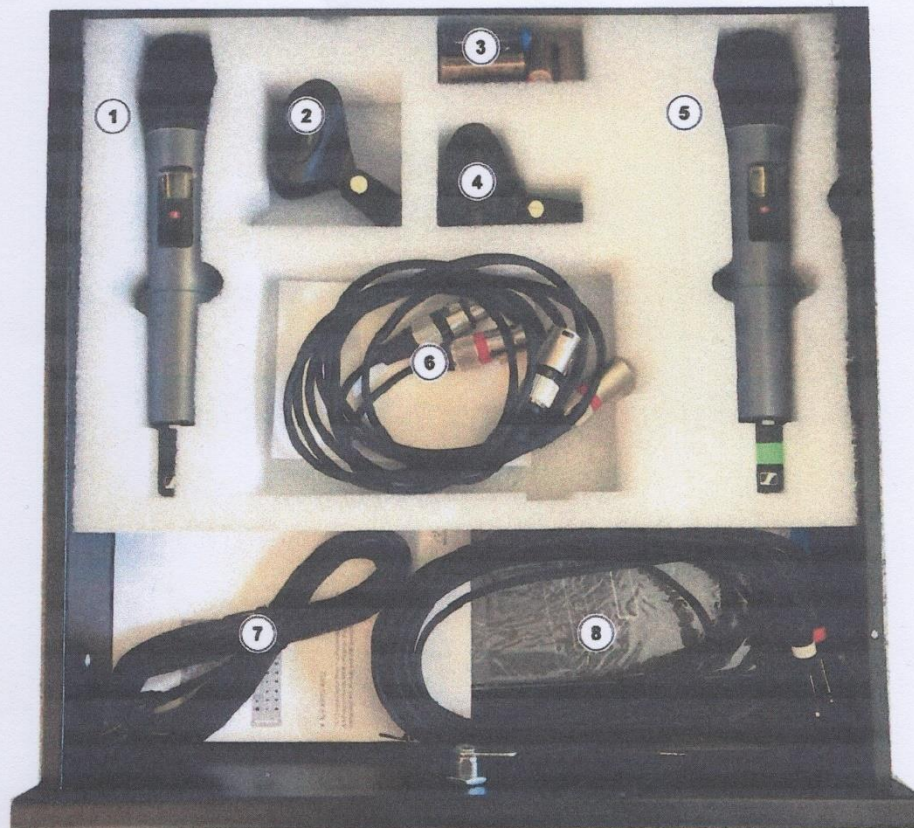
ITEM	Description
1	Bluetooth Receiver
2	Wireless Mic Receiver (Black)
3	Wireless Mic Receiver (Green)
4	Storage Drawer
5	XAir 16 Channel Mixer





### STORAGE DRAWER CONTENTS

The drawer in the rack unit houses the following.



ITEM	Description
1	Senhieser XS (835) wireless microphone – Black
2	Microphone Clip
3	AA Batteries for Microphones
4	Microphone Clip
5	Senhieser XS (835) wireless microphone – Green
6	Dual XLR cable to connect mixer to speakers
7	Stereo 3.5 mm jack Extension lead 7.5m (To extend Item 8 if required)
8	2 Track Lead - Stereo 3.5mm jack to 2 x Jacks. 6m - to connect audio devices to the mixer.



## SET UP AND USE

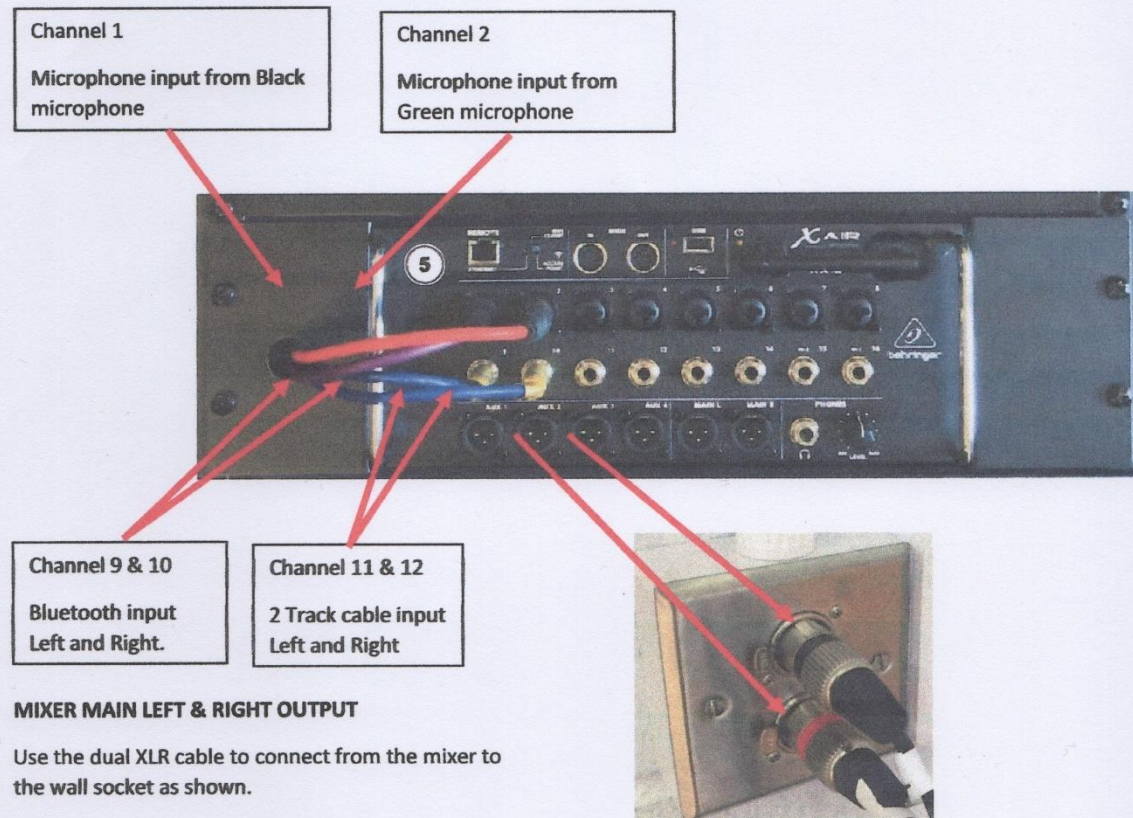
- 1- Connect **all** components before turning the power on.
  - a. Turn mixer rack on first
  - b. Then turn speakers on.
- 2- Connecting an external audio playback device, either by Bluetooth or Cable.
  - a. **Make Sure** the device volume is set to minimum first.

### Connections

The radio mics and Bluetooth receiver are already wired into the mixer.  
The only connections you need to make are:

- The Main Left and Right outputs from the mixer to the speakers.
- The 2 track lead if using 3.5mm stereo input.
- The power cable to the 13A wall socket.

All cables and inputs are labelled to assist.



### MIXER MAIN LEFT & RIGHT OUTPUT

Use the dual XLR cable to connect from the mixer to the wall socket as shown.

You can now power on the rack and then speakers.

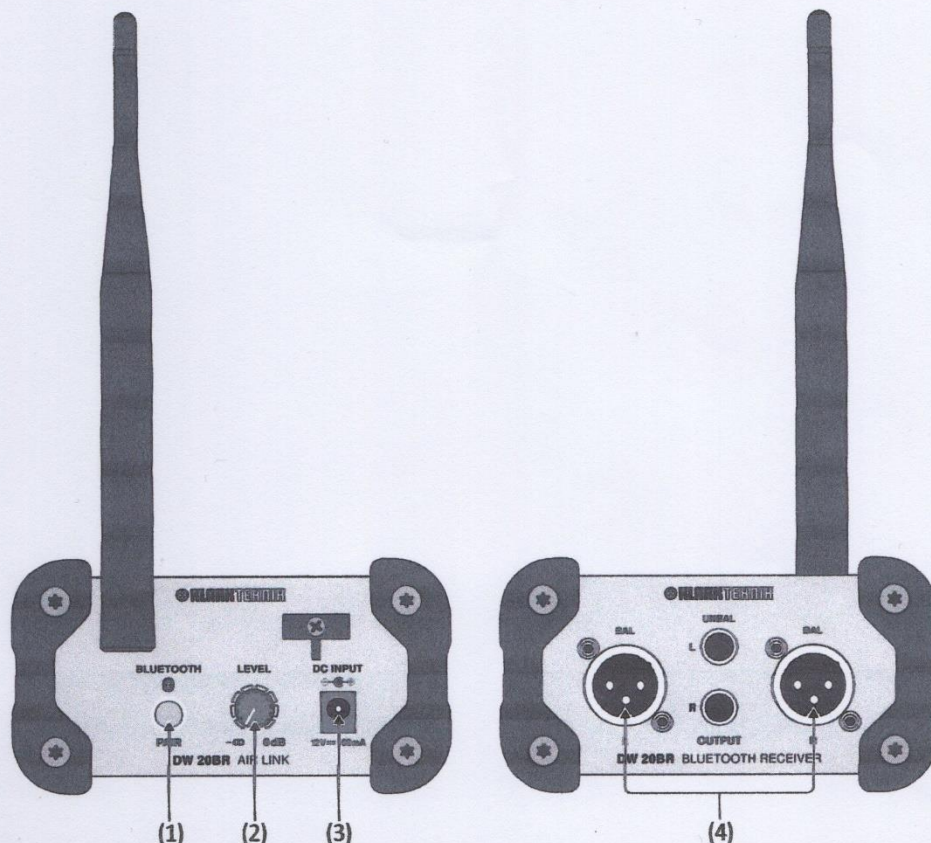
**The mixer volumes are set - control the volume from the audio device.**

**TURN OFF in reverse. Speakers first and then mixer rack.**



# AIR LINK DW 20BR

## Controls



- (1) **PAIR** button – enables the unit to become available for pairing by pressing and holding the button for 3 seconds. The LED ring will indicate the current status. See the Getting Started section for details.
- (2) **LEVEL** knob – adjusts the volume of the signal sent to the output jacks.
- (3) **DC INPUT** – accepts the included power adapter.
- (4) **OUTPUTS** – connect to an amp, powered speakers, or mixer via balanced XLR or unbalanced 1/4" TS cables.

## Getting Started

1. Connect the DW 20BR to a mixer or speaker system with either XLR or 1/4" cables. Keep the volume on the speaker or mixer channel turned all the way down to avoid popping noises.
2. Connect the power adapter to the DW 20BR and to a power outlet. The unit will turn on automatically.
3. Activate Bluetooth connectivity on your Bluetooth device. The DW 20BR will automatically try pair with the most recently connected device, in which case you can start playing audio right away.

4. To connect a new device, press and hold the PAIR button for 3 seconds. The LED ring will flash quickly to indicate that it is ready to pair.
5. Select the DW 20BR from the list of available items in the Bluetooth settings menu of your Bluetooth device.

**Note** – disable cellular reception when streaming audio from a cell phone.

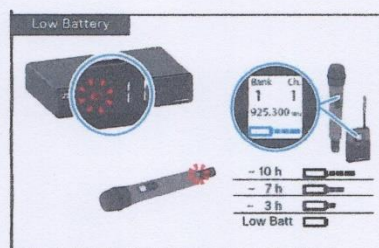
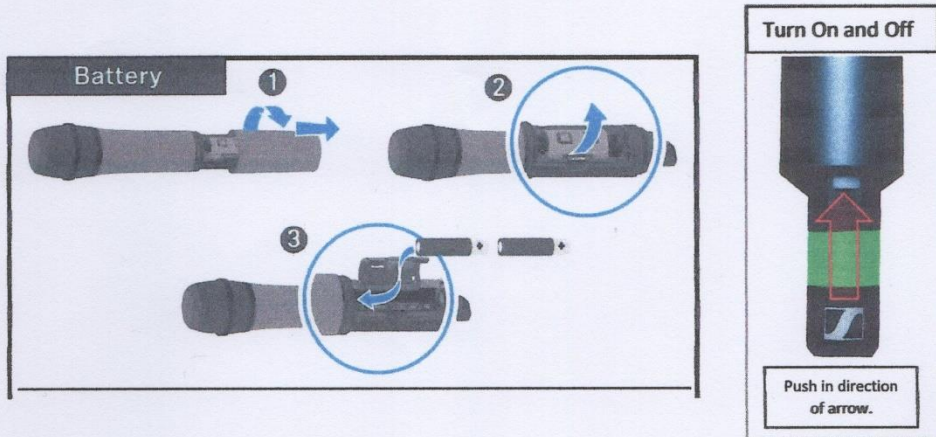
6. Start playing audio from your Bluetooth device. Adjust the volume on the Bluetooth device, then turn up the LEVEL knob so that the speaker or mixer receives a strong signal.
7. Turn up the volume on your speaker, mixer, amps, etc. until you reach the desired listening level.

**Note** - If your Bluetooth audio device is compatible, Play/Pause can be toggled with a short press of the PAIR button on the DW 20BR while the bluetooth stream is active.

**KLARK**TEKNIK

# Great Brickhill Community Centre PA System

## Wireless Microphone Operation



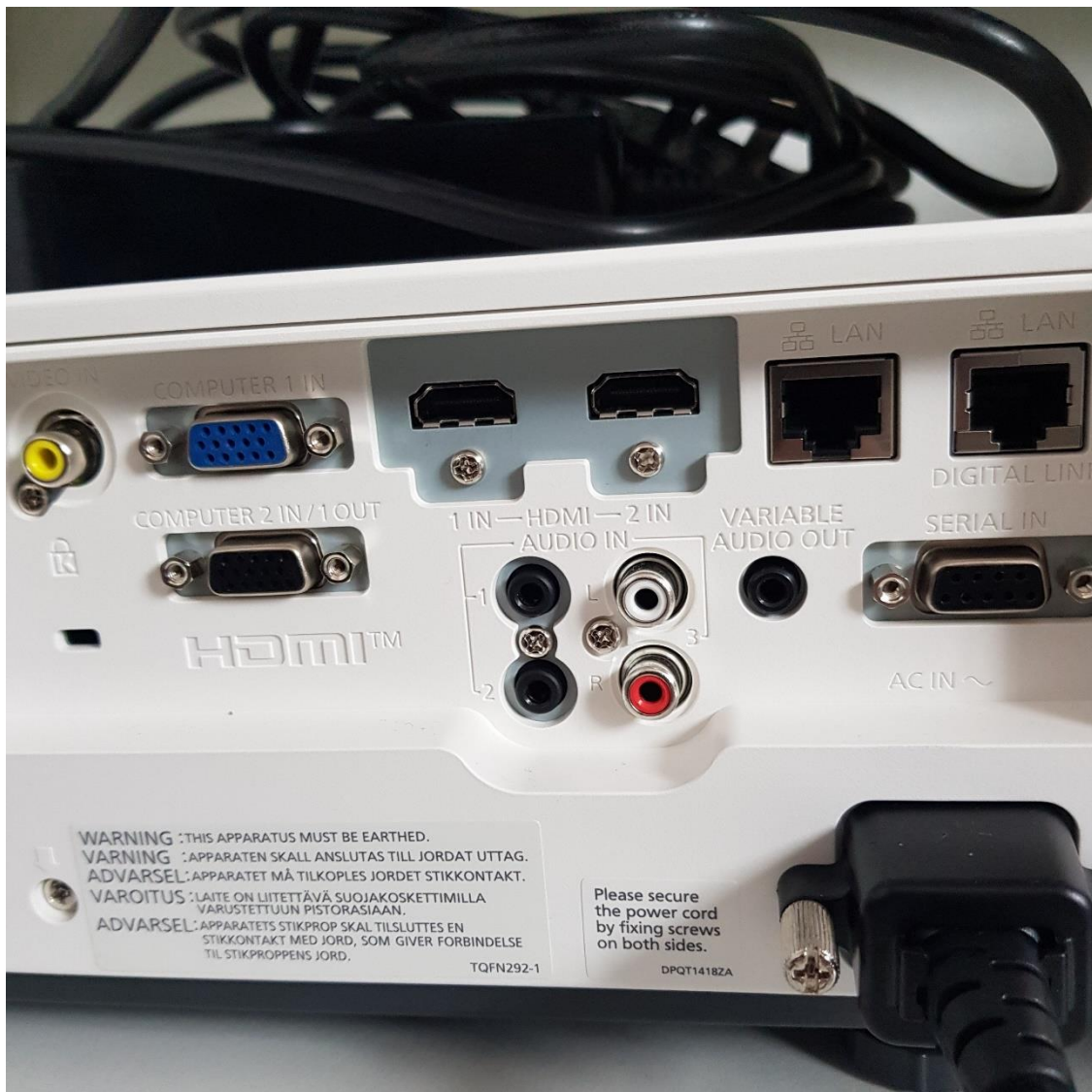


## Main Projector.

This is kept in the small meeting room cupboard and can be used with the main hall screen and sound system.

The connections are shown below and will generally be via an HDMI lead, which is not supplied.

Audio can be used to the sound system with the leads provided with the sound system, using the audio out connections.





## Disco Lights.

A set of lights, tripod mounted, are available to hire when using the main Parish Hall. They are suitable for all types of gatherings where music can be enjoyed along with the display of disco lights. They can be connected in a stand-alone mode, or used with a DMX controller where the lights will synchronise with the music.

For more information, enquire when making your booking. Please note. There is an addition charge to hire these.



## 17 Forest Hut

Also available to hire at weekends and school holidays, is the Forest Hut. This is located behind the cricket nets and Muga.

Capacity: **24 people**

Pricing: **£7.50-£15.00 p/h**

Location: **Rotten Row, Great Brickhill, MK17 9BA**

7m by 4m outdoor wooden hut, for meetings and parties. Includes use of kitchen, heating and toilet.

### **Equipment & services**

Tables and chairs



## 18 **MUGA (Multi User Games Area)**

A multiuse games area is available for hire, using the booking web site. Football, short tennis, basketball can all be played here.

The MUGA can be booked in conjunction with the Forest Hut to allow parties to use a great game area.

Please note: Only soft shoes are allowed in the MUGA. NO spikes.



---

19 RUBBISH AND RECYCLING FOR BOTH THE MAIN HALL AND THE  
SMALL MEETING ROOM

FRONT BIN (BLACK SACK) – GENERAL WASTE

BACK BIN (WHITE SACK) – RECYCLING:  
GLASS/CARDBOARD/PAPER/PLASTIC (NOT PLASTIC BAGS  
PLEASE)/TETRA PAKS (JUICE CARTONS)

IF THE BIN IS FULL OR IF YOU HAVE LARGER ITEMS, THERE IS A  
BIN FOR RECYCLING ITEMS TO THE OUTSIDE LEFT OF THE  
FRONT DOOR OF THE PARISH HALL.

THANK YOU