



Norton Village Hall Management Committee

Village Hall Guide and Instructions

- Key safe by main door. The key opens the main door. Please ensure, once in the building, that the door is locked behind you. When leaving the building, please ensure that the main door is locked and return the key to the key safe (reset and reenter code to close the key safe).
- Entrance hall: light is day/movement activated. Please sign in, and out. Wifi codes are on the notice board in the entrance hall. CCTV is in operation throughout the premises (viewed only by approved personnel only, as per Norton Parish Council Policy).
- Toilets: lights are automatic. Please leave heaters switched on at the wall (they are on a timer). The toilet rolls are in dispensers; when one roll runs out, turn the dispenser to start the next roll.
- Main hall; lights inside door, click for on, hold switch down for dimmer. A dimmer switch for up-lighters is on the wall on the far side of the hall. The switch for the lights near the stage are on the right hand side, close to the stage. The heating/air conditioning controls are above the light switches near the committee room door. Emergency exits are clearly marked and these exits must not be blocked.
- Stage: The curtains are on a pull cord. Details for the operation of the sound controls are available on request. The switch to power the sound system and the stage light system are directly under the sound control box. Details for the operation of the sound controls are available on request. There are two halogen dimmable lights on the stage, switched by controls near the curtain cord. There are two additional free-standing, battery powered LED lights available on request; these are powered via bluetooth.
- Table and Chair Store: This contains cleaning equipment. Please only use the big blue duster broom on the hall's main floor. The other brooms can be used for the entrance hall. Only use the blue mop for any spillages in the main hall. The red mop should only be used in the toilets. There is a green mop for kitchen use only.
- Kitchen: All of the appliances are on individual isolation switches. The dishwasher should already have the water turned on but the machine needs to be switched on for about 1 hour before use to heat up; each wash cycle takes 4 minutes. Instructions for use of the dishwasher are on the wall. The fridge/freezer should always be left on; please ensure that you have left it empty. Crockery and cutlery is provided but must be washed and put back on shelves before the end of the hire period and covered, as found. Sharp knives are not provided. Heating/air conditioning is controlled by the remote control kept in the committee room. Instructions for heating/air conditioning are on the wall. Fire extinguishers in the kitchen are suitable for electrical or fat fires. All rubbish must be taken away at the end of the hire (please do not leave it near the bottle banks or in the bins belonging to the pre-school).
- Committee Room: The lights are on dimmers. Heating/air conditioning are controlled by the remote control in the holster on the wall. Instructions for heating/air conditioning are on the wall.
- Bar: The key is in the safe to the right of the bar door. The switch for the bar water heater is under the sink and the fridge is plugged in under the worktop. The water in the bar tap is NOT DRINKING WATER.
- Car Park: The car park lights are daylight activated and turn themselves off at about 12:30am.
- At the end of the hire period, please make sure floors are clean, lights are switched off, rubbish is removed, you have signed out, locked the doors and returned the key to the key safe.

Review of document

The Management Committee will review this document annually after the AGM.