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# **SIXPENNY HANDLEY VILLAGE HALL**

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# **INFORMATION FOR USERS OF THE HALL**

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**PLEASE RETURN TO THE HOLDER IN THE FOYER AFTER USE**

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Welcome to our Village Hall.

The information in this folder is for hirers of the hall to give you all you need to know for the safe use and care of the hall during your hiring and to ensure that your event goes as smoothly as possible. It will hopefully also ensure that the hall is left in a suitable condition for all users.

If you have any urgent issues whilst hiring the hall, please refer to the emergency contact numbers listed on [p10](#).

Thank you for using the hall and for supporting our charitable organisation. We hope you have an enjoyable and successful event.

Chair & Trustees

Sixpenny Handley Village Hall CIO

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It is a condition of use of the hall that the following points are adhered to during and after your hiring:

## **DURING USE:**

- ❖ All fire doors must be unlocked and checked for ease of opening.
- ❖ The key to the padlock on the double fire doors to the patio is on the hook located to the righthand side of the fire doors beside the curtain.
- ❖ No hard balls or other objects liable to damage the ceiling tiles or light panels should be used in the hall.
- ❖ No animals are allowed in the hall at any time, with the exception of guide dogs who may be allowed with the prior permission of the Trustees.
- ❖ If the sound system, microphones, projector & screen, hearing loop and/or stage lighting are required, please refer to instructions on [pp 6-8](#). All equipment must be turned off and returned to the secure location as indicated in the instructions.
- ❖ Chairs and small tables are located in the double-doored cupboard between the entrance to the hall and the kitchen. Larger tables are stored in the committee room through the door to the left of the kitchen/right of the stage. Please replace them as you found them.
- ❖ Chairs should be stacked in piles of no more than 8 (piles of armed or armless - not mixed please).
- ❖ Small tables should be stacked face to face with 8 tables on each trolley.
- ❖ Large tables should be stacked face to face on the larger trollies in the committee room (door to the left of the kitchen door). Please ensure straps are fitted before moving any trolley.
- ❖ Please ensure that furniture does not obstruct the fire exits at any time.

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- ❖ Spillages should be wiped up (blue roll & diluted floor cleaner stored under the sink in kitchen). Please do not use any other cleaning products on the wooden floor of the main hall.
- ❖ There is a thermostat on the wall to the right off the chair cupboard for the heating in the main hall and another in the committee room on the righthand wall which controls the heat in that room and also in the foyer and toilets. These should be on 10° when you arrive. Please turn up as required. 18° – 20° is usually comfortable.

## **AFTER USE:**

- ❖ Please sweep the floor of all rooms used (large broom is stored in the committee room and dustpan is under the kitchen sink).
- ❖ Please check that all the toilets have been flushed and are clean.
- ❖ Please check that both sinks in the kitchen and all basins in the toilets are clean and taps are switched off.
- ❖ Please wipe down all tables used. Cloths and cleaning materials are stored under the sink in the kitchen.
- ❖ Please wipe all units in the kitchen and the cooker, if used.
- ❖ The bins are outside the kitchen door. Please put all clean, dry recycling in the large **green wheelie bin**, all glass in the **green bin** marked “**Glass**” or the **green crate** if the glass bin is full and all general waste in the large **black wheelie bin**. Please do not leave any rubbish in the kitchen as it may attract ants or other wildlife.
- ❖ Please turn the heating thermostats in the main hall and the committee room (if used) back to 10°
- ❖ Please ensure that all fire doors are closed and locked.
- ❖ Please ensure all windows are closed.

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- ❖ Please replace the chain and padlock for the double doors onto the patio and return the key to the hook located beside the curtain to the righthand side of the doors.
- ❖ Please switch off ALL lights including any external lights (remember to check the toilets as these can easily be forgotten!)
- ❖ Please ensure that any breakages or damage to the hall or its contents are reported to the Bookings Secretary.
- ❖ Please ensure that the front door is locked and the key returned to the key safe.

## USE OF THE KITCHEN

- ❖ Instructions for the use of the cooker/oven are on the wall to the right above the cooker.
- ❖ Instructions for the use of the dishwasher are on the wall to the right above the dishwasher.
- ❖ Washing up liquid, scourers, cloths and anti-bac for the working surfaces and stainless steel table are kept under the kitchen sink.
- ❖ Tea towels are stored in the drawer to the left of the hot water boiler.
- ❖ There are paper towels in the dispenser and blue roll under the sink for any spillages.
- ❖ Crockery is in the cupboards as marked.
- ❖ The fridge may be used by the hirer but please ensure it is emptied of all your items before you leave.
- ❖ There is a rubbish bin, with spare bags at the bottom, to the left of the sinks. Please ensure general waste is separated out from recyclable waste as per the instructions on [p3](#).
- ❖ If your hire agreement with the hall includes the use of glasses, these are stored on the shelf above the chairs and small tables in the chair cupboard.

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- ❖ Please ensure that all glasses used are clean and dry before replacing them on the shelf after use.
- ❖ Any breakages must be reported to the Bookings Secretary

## **USE OF THE SOUND SYSTEM**

Instructions for the use of the sound system are on the wall backstage to the lefthand side of the curtains as you look out into the hall.

To use the sound system for background music, please ensure the “audio” switch is turned to “iPod”. Plug your mobile phone or other device into the wall at “Audio Input”. There are cables in the blue box stored backstage below the light switches. If you have requested to use the sound system, the Bookings Secretary will have supplied you with the combination for the padlock on the blue box.

## **USE OF THE MICROPHONE(S)**

There are two handheld microphones and two lapel mics (one is connected to the hearing loop) which are stored backstage in the blue box below the light switches, to the lefthand side of the curtains as you look out into the hall. If you have requested to use the microphone(s), the Bookings Secretary will have supplied you with the combination for the padlock on the blue box.

There are spare batteries for the microphones in the blue box and more spare batteries are kept in the top drawer of the unit on your left as you enter the kitchen (to the right of the tall cupboard behind the door).

To use the microphones, ensure that the audio input switch on the wall above the blue box is set to “iPod” and the microphone switched on (switch located

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at the bottom of the handheld mics). Microphone stand(s) are available on request when making your booking. Please ensure that the microphone is switched off and returned to the blue box and the padlock secured after use.

## USE OF THE PROJECTOR AND SCREEN

The remote controls for the projector and screen are kept in the blue box stored backstage below the light switches, to the lefthand side of the curtains as you look out into the hall. If you have requested to use the projector and screen, the Bookings Secretary will have supplied you with the combination for the padlock on the blue box.

The **projector remote control** is the white one. The projector is ceiling mounted above and in front of the stage. Point the remote at the projector and press the on button. A blue light should show on the projector to indicate that it's on (please be patient as it does take some time to come on!) Ensure that the volume on the projector remote is on full. Ensure that the audio input switch on the wall above the blue box is set to "Projector" and the audio volume is on 0 to avoid feedback. Turn on the speakers. Once your film or presentation starts, tweak the volume on the backstage audio volume switch as required. Generally, for a film we find 4 is the correct level.

The **screen remote control** is the small black one with white buttons in the blue box. You need to stand in the hall in line with the kitchen, facing the stage, and point the remote at the screen. Press the downward arrow until the screen has descended. The upward arrow takes the screen back up.

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There is an HDMI cable in the blue box. Connect this to your device (DVD or laptop) and the HDMI connection point on the wall to play a film/presentation via the projector.

## **USE OF THE HEARING LOOP**

The hall's hearing loop is located in the chair cupboard on the shelf to the righthand side as you enter. To turn the loop on, locate the switch high up on the lefthand side of the chair cupboard doors as you look out of the cupboard, above the fuse box. The loop is also connected to the PA system if used.

Please remember to turn the loop off after use.

## **USE OF STAGE LIGHTING**

Instructions for the use of the stage lighting are on the wall backstage to the lefthand side of the curtains as you look out into the hall.

The lights on the rig at the back of the stage and the floodlights, spotlights and disco balls on the rig in the hall in front of the stage are controlled by the rectangular white box numbered 0–16 to the right of the lights and speaker switches on the lefthand side of the stage as you look out into the hall. Sequences 1-8 control the floodlights. To turn on the spotlights, press and hold 8 + 1, 2, 3 or 4 to select the spot colour you require. To turn on the disco balls, press and hold 16 + 1, 2, 3 or 4 to change the colour and sequence of the disco balls. 16 + 7 gives the sequence for lights that change colour when music is being played.

**PLEASE NOTE THE LARGE RED SWITCH TO THE LEFTHAND SIDE SHOULD ALWAYS BE LEFT SWITCHED TO ON.**

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## **EMERGENCY INFORMATION:**

### ❖ **WATER**

The master water stop valve is in the third cubicle in the ladies toilet, at the bottom to the right of the toilet.

### ❖ **ELECTRICAL**

The main fuse box is located in the white cupboard on the wall in the committee room above the solar panel batteries. There is a second, smaller fuse box in the chair cupboard to the right of the doors, which controls the main hall lights and a third in the kitchen above the shelf on the lefthand side, which controls the kitchen equipment.

### ❖ **EMERGENCY GENERATOR**

In the event of a power failure, the emergency generator located outside the committee room will automatically kick in.

### ❖ **GAS**

Gas should only be switched off in an emergency. The emergency gas isolation tap is at the back of the hall on the outside wall (out of the kitchen door, turn left and left again towards the garden and it's down on the wall on the left).

### ❖ **DEFIBRILLATOR**

The nearest defibrillator is located on the side of the green shed container on the opposite side of the car park from the village hall.

### ❖ **SECURITY**

Please retain all keys used at all times and return them to the relevant place after use. Any lost keys will be charged for. Please ensure all doors are locked and windows closed before leaving the hall.

If you have any issues with security, please contact Paul Styles on:  
07786 790349.

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## CONTACT NUMBERS

Paul Styles, Chair

07786 790349

Ros Adams, Deputy Chair & Safeguarding Officer

07495 343720

Penny Mansergh, Trustee

07771 983883

Please note that we are all volunteers and are therefore not available 24/7 but will do our best to come back to you as swiftly as possible.

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## VILLAGE HALL POLICIES

The Village Hall policy documents can be found in a separate folder kept with this folder in the foyer and on our website: [www.sixpennyhandleyvillagehall.org](http://www.sixpennyhandleyvillagehall.org)