

# **GUIDE FOR HALL USERS**

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## CONTACTS

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## **WI-FI NETWORK**

The Hall's wi-fi networks are: **KVH 2.5** and **KVH 5.0**.

You can use either network.

The wi-fi password for both networks is: **KVHaccess2021**

## **IN CASE OF FIRE ALARM ACTIVATION DURING YOUR EVENT**

- As a precaution, immediately vacate the building. Check you guests are all outside.
- If the threat is real, call 999, quoting the address at the top of this guide.
- If deemed safe, your nominated leader can locate the problem that has caused the alarm to trigger (e.g. a smoke detector after burning toast) and resolve it if

possible (e.g. by wafting the smoke away from the smoke detector and opening the window).

- If it was a false alarm, go into the Front Entrance Hall and locate the Fire Alarm panel.
- Press the red button on the alarm panel, followed by the green button. This will silence the alarm.
- On the shelf in the Kitchen you will find the Fire Log Book. Please describe the event (false alarm, frying pan fire, etc.) in the Log Book, including date and time of activation.
- In case of any further problems, call A&E on the number displayed on the alarm panel. They provide support 24/7.

## DEFIBRILLATOR AT THE HALL

There is a defibrillator located outside the Hall on the front façade.

As soon as you decide you need the use of the defibrillator, call the emergency services on 999.

As soon as you open the defibrillator cabinet, you will be instructed how to operate it by an automated voice. In addition, on the notice board in the entrance hall there are detailed instructions on how to proceed.

When you have finished using the defibrillator and the emergency has passed, please ensure you notify the Committee on [bookings@kemerton.org.uk](mailto:bookings@kemerton.org.uk) that the unit has been used, so it can be made ready for anyone else needing it.



## PARKING AT THE HALL

Please encourage your guests, whenever possible, to arrive by bicycle and use the bicycle rack provided around the North side of the building.



The Hall does not have a car park and its location on a blind corner increases the potential for accidents. Please encourage your guests to park away from the Hall, ideally down by the War Memorial Cross. If your guests do park outside the Hall or on the grassy verge adjacent, please ensure their vehicles are off the road as much as possible.

There are a number of traffic cones for your use in controlling vehicles during your event. They are located around the back of the hall. Please replace them after use.



## ACCESSING THE KEY-SAFE TO ENTER THE BUILDING

You will be issued with the key-safe code when your booking is confirmed.

The key safe is located at the back of the building.

Go past the main hall entrance (leaving it on your right), turn right twice and walk towards the black metal gate at the rear.

Just beyond the drainpipe, hidden from view, is a wall-mounted key safe.

Lift the cover and rotate the dials to the code you have been provided with.

Pull down the button with an arrow marked on it and you will find the key inside.

At the end of your booking, having locked the hall, it is of paramount importance that you replace the key, close the key safe and shuffle the dials to show random numbers.





## UNLOCKING THE HALL AND TURNING ON OUTSIDE AND ENTRANCE LIGHTS

Use the key to unlock the main front door.

Before you proceed through the green doors into the Main Hall, look on the wall on your right and do the following:

- Turn on the light marked SIGN (if your booking is late in the day). This illuminates the hall sign on the roadside.
- Turn on the switch marked EXT. This turns on all the outside lights around the whole building for your guests.
- Move the switch from SENS to PERM. This ensures the external lights stay on during your visit, and also illuminates the external porch light. Switch back to SENS at the end of your visit. The outside lights will stay on for 10 mins after you leave, then will turn off automatically.
- Turn on the entrance foyer light.
- You will need to reverse all these actions when you leave the hall after your event.



## TURNING ON LIGHTS IN THE MAIN HALL

As you go through the green door into the Main Hall, look to your immediate right. On the wall you will see a dimmer switch (which controls the wall lights) and a rocker switch (which controls to overhead lights).

Choose the lighting to suit your event.

Please turn lights off again after your event.

## VENTILATION IN THE MAIN HALL

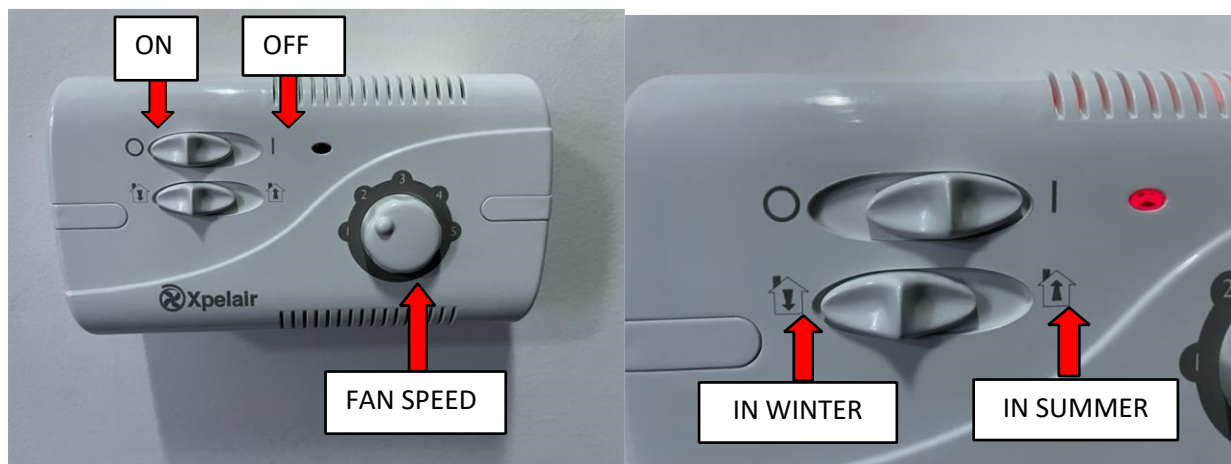
### OPENING WINDOWS

The central window in the Main Hall has two opening panes on the bottom level. Unscrew the window locks and open the desired amount. Screw the locks to secure the open windows. Please ensure you close and lock them before departing.

To open the windows in the Kitchen, Victoria Room or Elizabeth Room, you will find a key marked WINDOW KEY on a hook beside a window in each room. They are all identical. If the key is not there, go into the Housekeeping cupboard and open the key cabinet on the left using the code 190. Open the key cabinet and remove a key marked WINDOW KEY. Please return it to the cabinet after your event.

### CEILING FANS

The Main Hall is equipped with ceiling fans which are operated from the control panel on the left as you enter the Main Hall from the Entrance Hall.



### OPERATING THE WINDOW BLINDS IN THE MAIN HALL

Operate each blind independently using the control panel beside each window.

Ignore the controls down the left of the panel.

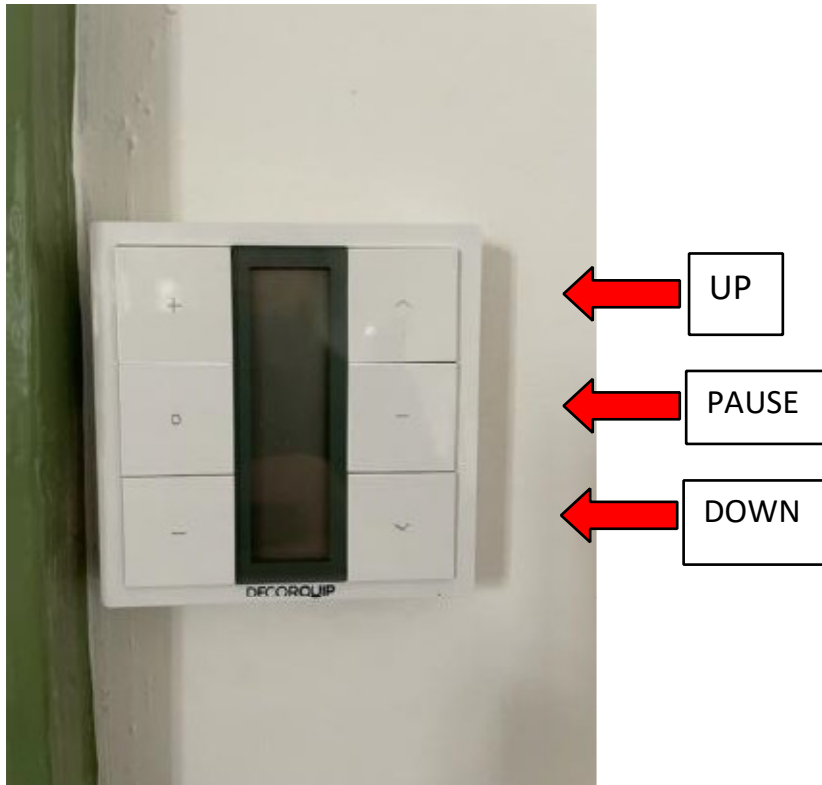
The blinds are pre-programmed to stop at the ideal position, unless there is an obstruction.



The blind in the Entrance Hall is manually operated using the chain.

In order to minimise light pollution for our neighbours, **please leave all the blinds in the DOWN position when you leave the hall after your event.**

This includes the blind in the front hall.



## ACTIVATING THE CENTRAL HEATING

For regular bookings, the Main Hall, Stage & Toilets heating should be programmed to come on 60 mins before your booking starts and turn off when your booking ends. If yours is a one-off booking you will need to turn the heating on yourself. The Main Hall and WC's need at least 60 mins to warm up.

The Victoria Room and Kitchen have underfloor heating which cannot be adjusted by hall users. These rooms are kept at 19 degrees.

To turn on the heating in the Main Hall & Toilets:

In the Main Hall, beside the doors through to the toilets, you will find a wall-mounted thermostat. Turn the dial so that it reads 20 degrees. It may already be set to that temperature.



Go around the hall and, if necessary, turn the Radiator Valves up to the highest setting.



Using the front door key, unlock the door marked Housekeeping in the Kitchen Foyer. Turn on the light (on the right) and locate the two control panels mounted on your right.



On the upper control panel, press ONCE the right hand button marked ADVANCE HEATING BOOST. This will turn on the heating until it is programmed to next turn off. Pressing the button will cause a green light to illuminate.

If you are renting the kitchen and expect to be doing a lot of washing up, also press ADVANCE HOT WATER BOOST, otherwise don't bother as there should be a supply of hot water at the ready.

On the lower control panel marked Secondary Circulation Pump, press ONCE the button marked ADVANCE BOOST. This will activate the pump which ensures your guests have a quick supply of hot water in the bathroom taps.

When leaving the building after your event. Please press ONCE all the advance buttons you have activated to turn the off. There should be no green lights showing when you leave.

## USING YOUR OWN APPLICANCES AT THE HALL

Hanging on the wall in the Housekeeping Cupboard is a surge suppressor with multi-plug capacity. Please plug in your own appliances via the surge suppressor, rather than into the wall directly. This is a safety measure.

## SWEEPING THE HALL AFTER YOUR EVENT

Mounted on the wall on the stairs leading up from the Stage, you will find the wide floor sweeper, a wooden broom and a dustpan. Please use them both to clear up any dirt or crumbs on the floor.

Then please use the wide-arm duster (pictured), also wall-mounted on the staircase on the stage, to sweep the floor of the main hall before leaving the building. Thank you for your help with this.



## DISPOSING OF RUBBISH AND RECYCLING

**Please take your rubbish home with you when your event is finished.**

The hall bins are only emptied once a week and is not practical to have waste sitting in the bin for all that time.

Small amounts of waste or recycling can be put into the hall's bins outside the building, but if these are full or your waste is substantial, please take it all home with you.

## HALL FURNITURE

Included in your rental is the use of furniture (subject to advance booking) including:

- Folding upholstered audience chairs: Qty. 100
- Wooden chairs & loose seat cushions (stored in toilet foyer): Qty 22
- Hard plastic folding chairs: Qty. 27
- Large oblong tables (1.8m x 0.76m): Qty. 18
- Medium oblong tables (0.91 x 0.61m): Qty. 10
- Square card tables (0.55m x 0.55m): Qty. 17
- Child-height oblong table (1.8m long x 0.76m wide x 0.48m high) and matching benches: Qty. 1 table & 2 benches
- Child-height smaller oblong tables (0.91m long x 0.61m wide x 0.48m high): Qty. 4
- Child-height round table (1.6m diam.) Qty. 1
- Small plastic child-sized chairs: Qty. 12

The furniture is either stored on the Stage in the Main Hall or in the wooden shed on the rear patio (reached via the kitchen door or the side alley. Side alley gate code is 1902).

Please ensure that all furniture is put away correctly at the end of your booking by referring to the photographs on the storage racks.

These indicate the correct way to safely stack and secure furniture.

## DAMAGES

Any damage to the Hall or its furniture during your booking should be reported as soon as possible via email on [bookings@kemerton.org.uk](mailto:bookings@kemerton.org.uk).

You will be liable for costs to correct any damage at the Hall.

Failure to report damages will potentially result in you being liable for the cost of repairs or replacement.

## LADDERS

There are four ladders on the premises which you are at liberty to use, entirely at your own risk. Step ladders are located in the office upstairs from the Stage. The 'concertina' ladder to reach the 'flying wing' over the Stage is located on the Stage, beside the external door to the road.

Please use the hooks installed in the Main Hall to hang decorations and fairy lights. Do not use anything that might harm painted surfaces.

