

## BISHOPSTONE VILLAGE HALL INSTRUCTIONS FOR USE OF HALL

### KEYS

The keys to open the hall are kept by: Mrs Margaret Barter  
Vella House  
Butt Lane  
Bishopstone SP5 4AA  
Tel: 01722 780471

The house is opposite the Village Hall car park entrance.

Depending on the intended use of the hall, additional keys may be required. If use of the kitchen has been included in the hire agreement, the hirer will require keys for the kitchen and the cooker and dishwasher power sockets.

### ENTRY

Enter the Hall by the main entrance off the car park, using the key with white markings to open the right hand outer door of the porch. The porch doors **MUST** be secured by the wall hooks to prevent damage to the doors.

All other doors to the hall are fire doors and can only be opened or closed from inside the hall.

### LIGHTING

All light switches are labelled to indicate their function.

### HEATING

**Main Hall.** The heating in the Main Hall is by an Air Source Heat Pump. Operating instructions are by the panel to the LH side of the storeroom door in the Main Hall.

**Memorial Room.** The heating in the Memorial Room is by IR Radiant Wall Heaters. The heating, which is not thermostatically controlled, is operated by a panel of switches next to the LH entrance to the Main Hall.

**Kitchen/Servery/Storeroom and Toilets.** There are thermostatically controlled wall heaters in each room. When there is a risk of frost the heaters **MUST** be left on, on the frost setting (lowest level on the dial).

### VENTILATION AND AIR-CONDITIONING

**Ventilation.** The windows in the Main Hall, Memorial Room, kitchen, servery and storeroom can be opened but **MUST** be closed and locked before leaving the hall.

**Air-Conditioning.** The Air Source Heat Pump in the Main Hall can be used as an air-conditioning system in hot weather. Instructions are on the panel to the LH side of the storeroom door in the Main Hall.

**FIRE SHUTTERS**

The kitchen and servery are fitted with fire shutters that are linked to the fire alarms. Both sets of shutters are operated in an identical way. There is a small key box to the right of each set of shutters. Turning the key to the left or right will lower or raise the shutters. When raising the shutters do not go further than 6 inches from the top of the runners. When lowering the shutters ensure there is nothing in the way as they are lowered and stop the mechanism when the shutter reaches the serving hatch surface.

**SAFETY**

**Emergency telephone.** There is an emergency telephone on the storeroom bench, the telephone number of that phone is 01722 780907 and the post code of the hall is SP5 4AA. This detail is shown next to the phone.

**Smoking.** Smoking is expressly forbidden on the premises.

**Accidents/First Aid.** The First Aid Station is in the kitchen at the RH side of the kitchen shutter. It has a First Aid Kit and an Eye Wash Station. The Accident Book is at the First Aid Station.

**Fire precautions.** Fire exits and fire extinguishers and the method of opening the fire exits must be noted before the Hall is occupied and pointed out to guests.

In the event of a fire, the premises should be evacuated in an orderly manner using the appropriate exits to the Assembly Point at the rear of the Car Park and the Fire Brigade called.

If the kitchen or servery is being used the "fire shutter closing" alarm light will operate and the shutters close within 30 seconds. This time lag will enable the serving hatch surfaces to be cleared.

No highly flammable substances should be brought into the Hall and no internal decorations of a combustible nature should be used.

**Decorations.** Decorations must not be put near light fittings or heaters, but can be hung from the cup hooks around the walls. Blu-tack, sellotape and drawing pins must NOT be used.

**SITE EMERGENCIES**

**Water.** Stopcocks are located in the Main Hall. In the event of a leak or overflow, turn off the main stopcock first. This is located in the Main Hall by the LH exit door to the Memorial Room at floor level and is painted RED.

**Electricity.** The mains power off switch is on the wall of the storeroom by the fusebox. The fusebox in the storeroom controls the Main Hall, servery, kitchen and storeroom.

There are separate Residual Circuit Breakers for the Memorial Room, located above the servery entrance door in the Memorial Room and for the toilet block, located on the LH wall of the toilet lobby.

### **EQUIPMENT**

**Chairs.** There are 80 upholstered chairs available, some are in the storeroom. Wooden chairs (to be used for children's parties) are stored in the storeroom.

**Tables.** There are large folding flat tables and a supply of small card tables in the storeroom.

**Crockery, Cutlery and Glasses.** There are plates, glasses, jugs, bowls, saucepans, tea-towels etc supplied. Cutlery is in the see-through boxes under the kitchen hatch. Glasses are to be found in the tall black cupboard in the bar/servery.

### **USE OF KITCHEN EQUIPMENT**

**Kitchen Equipment.** The cooker and dishwasher power points are normally secured with padlocks and the keys are included with the kitchen keys if this facility is being made available.

Instructions for use of equipment are in the Equipment Instruction Manual kept in the kitchen and include instructions for the cooker, dishwasher, water boiler and shutters etc.

### **IF IN DOUBT ASK....DO NOT GUESS**

**Food Hygiene.** Clear instructions for the guidance of food handlers are contained in the Food Safety Manual. **There are various additional notices in the kitchen, which should be read, particularly the Code for Food Handlers.**

**Hot Water.** An immersion heater is in the storeroom. For normal quantities of hot water the upper immersion heater should be used. For VERY LARGE quantities of hot water both immersion heaters may be used. Instructions for the immersion heaters are on the hot water tank.

**Hot Water Boiler (Lincat).** The hot water boiler for tea or coffee making is located in the servery on the work surface. The mains switch for this equipment is located behind the boiler on the wall. The switch for the boiler is on the front of the equipment. It takes 15-20 minutes to heat up but then provides a continuous supply of hot water for tea, coffee making or small amounts for washing up in a washing up bowl.

All kitchen equipment, sinks and surfaces must be thoroughly cleaned after use. The dishwasher and fridges/freezer MUST be emptied (unless otherwise directed), cleaned and left open.

### **END OF HIRE**

The hall and the car park should be left in the condition in which you would expect to find them. All equipment should be returned to its original place.

No food or drink should be left in the hall and all rubbish including bottles and cans **MUST** be removed from the Village Hall site. Black bags are provided

Any tablecloths and tea towels used by the hirer should be laundered and returned to the Bookings Secretary as soon as possible, preferably within 48 hours.

Floors should be left in a clean condition. Cleaning equipment is kept in the storeroom.

Main Hall Wooden Floor. Spills should be mopped up with paper towels and the floor dry-mopped with the scissor mop. **DO NOT USE A WET MOP ON THIS FLOOR.**

Kitchen & Memorial Room: May be cleaned with the flat mop and wheeled wringer bucket supplied. Only the janitor's sink in the storeroom should be used for floor cleaning.

**An additional charge may be levied if the premises are left in an unsatisfactory condition.**

#### **BEFORE VACATING THE HALL - EXIT PROCEDURE**

Please ensure you follow the guide on the Exit Procedure Proforma, which is attached. This proforma should be completed and returned to the Bookings Secretary. In particular, switch off all electrical equipment, lighting and heating as indicated. The exceptions are the convection heaters in the kitchen, servery, store and toilets, which should be left on and on their frost settings **AT TIMES OF FROST.**

#### **FAULTS/DAMAGES/COMMENTS**

Please note any faults in the Maintenance Log, which is located in the kitchen, and report any breakages to the Bookings Secretary as soon as possible.

The Village Hall Management Committee welcomes comments and observations that you may have about the hire of the Village Hall.

Please remember to switch off all lights, lock the doors and return the keys to the Bookings Secretary.

#### **Bishopstone Village Hall Management Committee contacts:-**

Norman and Margaret Barter (Chairman and Bookings Secretary)	780471
Francis and Sue Taylor (Treasurer and Committee Member)	780316
Pat Abbott (Secretary)	780002
Roger Stockton (Committee Member)	780346

**BISHOPSTONE VILLAGE HALL  
POST EVENT EXIT PROFORMA**

We would be most grateful if you would use this short exit proforma to check that everything in the hall is switched off or secure **before** you leave. As there are many new facilities in the hall it serves as a useful reminder to you that everything is in order. There is a short space at the end of the form for any comments that you may have. Thank you.

Store Room	Check
Windows and roof windows closed and secure.	
Immersion heaters (2) in water tank <b>off</b> .	
Water softener left <b>on</b> . (There will be a time showing on the front of the water softener if it is on.)	
Wall heater <b>off</b> unless there is a frost warning. (to the right of water tank)	
Taps turned <b>off</b> at cleaners sink.	
Lights <b>off</b> .	
Door closed and locked.	
Kitchen	
Windows and roof windows closed and secure.	
Dishwasher <b>off</b> at wall (large red switch) and door open. Padlock.	
Cooker <b>off</b> at wall. (Large red switch) Padlock.	
Cooker hood and light <b>off</b> .	
Kitchen fridge <b>off</b> and door ajar if no food or drink inside.	
Taps turned <b>off</b> at sink.	
Fire shutter down.	
Hot cupboard <b>off</b> .	
Water boiler on work surface switched <b>off</b> at wall.	
Wall heaters <b>off</b> unless there is a frost warning.	
Lights <b>off</b> .	
Door closed and locked.	
Servery/Bar	
Windows and roof windows closed and secure.	
Freezer off and door ajar if no food or drink inside.	
Bar fridge <b>off</b> and door ajar if no food or drink inside.	
Taps turned <b>off</b> at hand-wash basin and sink.	
Fire shutter down.	
Wall heaters <b>off</b> unless there is a frost warning.	
Lights <b>off</b> .	
Outside light by fire door <b>off</b> .	
Fire door secure.	
Servery/bar door closed and locked.	
Toilet block (Ladies, Gents and Disabled)	

Windows closed and secure.	
Taps off in sinks.	
Wall heaters off – unless there is a frost warning.	
<b>Main Hall and fire exits (2)</b>	
Heating <b>off</b> . Control panel is to the left of storeroom entrance door.	
Fire doors in top left and right corners secure.	
Windows closed and secure.	
Lights <b>off</b> .	
<b>Memorial Room</b>	
Heating <b>off</b> – check all switches by bar entry door.	
Windows secure.	
Fire exit secure.	
Lights <b>off</b> .	
<b>Cleaning</b>	
Take away used tablecloths, towels, and tea towels for laundry.	
<b>Please exit the hall by the double entry doors ensuring that the porch lights and security lights are off and the doors are locked. The keys should be returned.</b>	

Thank you for using the village hall. Should you wish to report any damage or have any comments please list them below.

BISHOPSTONE VILLAGE HALL MANAGEMENT COMMITTEE

Name.....