

Leasingham Village Hall – Guidance Notes

Some notes to help you find your way around our hall and its facilities:

Lights: As well as the main ceiling lights, there are lighting tubes concealed under the wooden frieze around the main hall which can be used to provide a more subdued lighting effect. They are operated by a switch on the second row of the panel just inside the double doors from the main foyer.

Heating: The radiators in the hall have individual thermostatic valves, you are welcome to turn these up or down, or on and off as required. The radiator in the center of the hall is operated from a control inside the Main Hall furniture storage cupboard.

Ventilation: There are two sets of controls for the extractor fans in the Main Hall, one on the wall inside the double doors to the hall from Main Foyer and the second is located on the wall in the Red Arrows Bar lounge area. There are sliding controls for this, which either suck air in or blow air out. To the left of them is a master On/Off switch.

Tables: There are 24 large folding tables, 6' x 2'3", which are stored on trolleys in the main double-doored store room on the right hand side of the main hall. One trolley holds 16 tables and the other 8 (you will find it much easier to load and unload the tables if you open both store room doors and wheel out the trolley(s) into the hall). For safety reasons, there are brakes and straps on each trolley, which should be used. Putting the tables up is easy, just unfold the legs and lock them into the clips located under each end of the table. To take them down you can do so by a simple squeezing action to push the legs out of the clips thereby allowing the legs to fold, or alternatively by using the 2 plastic tools provided to help to push the legs from the clips. There are also 5 similar design small square tables 2'3 x 2'3 held in the main store room and another 10 in the smaller store room off the Jessop Room.

Chairs: There are a total of 150 stacking chairs in the hall, in addition to those already set out in the bar area. The majority of the chairs are stored in the main double-doored store room on the right hand side of the main hall, with the remainder housed in the smaller store room off the Jessop Room. They should be **stacked a maximum of 6 high** for safety reasons, and there is a chair trolley located in each store room to help you to transport them when putting them out and returning them to the store rooms.

Hirers should be aware that it is a fire safety recommendation, that at events where rows of temporary seating are used, seats should be fixed or clipped together when in rows of 4 or more to prevent 'row topple' obstructing the escape of occupants in other rows. To this end, the Management Committee has purchased a quantity of easy to use temporary chair links, that are available for hirers to use. If a hirer wishes to make use of the chair connectors, they just need to advise the Booking Clerk, either at time of booking, or at least 48 hours prior to the event, so that he can make arrangements for them to have access to the chair linking devices.

Staging: The hall has a portable stage, which is available for hire at a charge of £30. It comes in sections 4' square and the hall has 15 sections which depending on the requirement (size of the band/disco) it is possible to use in a variety of configurations. If the stage is required, please advise the Booking Clerk at time of booking, so he can make arrangements to have it assembled in the required configuration for your function.

Kitchen:

There is a 100 piece willow patterned dinner service stored in cupboards under the serving counter in the kitchen, which you are welcome to use, subject to it being washed, dried and put away again afterwards. If you do use it and something gets broken, please let the booking clerk know after your booking so we are aware of what needs to be replaced.

If you use the cooker, or any other electrical equipment in the kitchen; **excluding the automatic water boiler and fridge which should not be turned off**, please make sure that it is switched off, unplugged and left in a clean condition at the end of your booking.

There are a limited number of tea towels held in the kitchen, which are available for you to use. If you do use them, please leave them in a pile on the kitchen worktop the end of the function, so we know that they need washing.

There are wheelie bins located at the back of the hall, on the right outside the external kitchen door. **PLEASE** ensure that only recyclable material is put into the recycling bins and that all waste food material is put into the landfill bins.

Toilets: In addition to the Ladies, Gents and Disabled Toilets in the Main Entrance Foyer, there is another Disabled Toilet located in the Rear Foyer at the far end of the hall. There are coat hangers located in each cloakroom.

Wi-Fi: Wi-Fi is available throughout the hall, the hub is named **BThub5/Z7QX** and the Code to access it is **e4f72ec937**.

Please remember that you are responsible for clearing up, emptying the bins and tidying the kitchen after your function. In addition, unless you selected and paid for Option B Cleaning, you will also need to wipe down the tables and chairs you used before putting them back into the relevant store room and brushing the floors. Please ensure all doors and windows have been secured before you leave at the end of your function.