

WEST PECKHAM VILLAGE HALL INSTRUCTIONS FOR HALL USERS

Introduction

We are pleased to welcome all users and ask that you read and follow these instructions carefully.

As the Hall is in the centre of the village, please be a 'good neighbour' by minimising noise and by parking considerately.

We aim to keep our charges at an affordable level and to do this, we need to keep costs down. Your co-operation, in particular in minimising electricity usage by switching off all heaters, lights and other appliances, is therefore most important.

These instructions include sections on Where to find what you need; Do's and Don'ts; Things to remember to do before and on leaving; and Other useful things to know.

1. Where to Find What You Need

Light Switches

Entrance hall switch is on the left of the front door as you enter.

Main hall switches are on the right as you enter it: press to switch on/off, then rotate to dim/brighten lights. The switches for the track lighting are on the right inside the doors to the storeroom next to the committee room: press to switch on/off, then rotate to dim/brighten lights.

Ladies and gents toilets: lights are activated by sensors on entering; they will automatically switch off about 15 minutes later.

Hot Water

Hot water in the ladies and gents toilets is controlled by an illuminated timer switch located on the wall between the 2 toilet doors. Press the blue illuminated 'Boost' button repeatedly to select your required time period (between 15 mins and 4 hours). It switches off automatically after this period. An instant water heater is provided in the disabled toilet: turn control knob anti-clockwise to reach desired temperature and clockwise to turn off.

The kitchen water heater switch is above the worktop to left of sink. Press the blue illuminated 'Boost' repeatedly to select your required time period. It switches off automatically after this period.

Heating Controls

You will find instructions for the Daikin unit heating controls on a notice in the main hall, below the unit itself. **The Daikin unit is a more efficient space heater for winter.** It heats the hall more rapidly (to 20°) than the wall-mounted electric radiant heaters and is more economical to run - we would

encourage you to use it rather than the radiant heaters. Switch on **at least** 15 minutes before your session begins.

Main hall radiant heaters: switches are on panels high on the right in the entrance hall outside the kitchen. Each one has a red warning light which shows when it is on. Switch on the first heater (located over the main entrance door) and only use the others if required to maintain temperature. **Please do not use the individual switches next to each heater.**

Committee room radiant heaters: switches are on the wall beneath each heater and have pre-set time limits: press the 'Boost' button repeatedly to select the period you require when switching on (15 mins-2 hours). They switch off automatically after this period.

Kitchen fan heaters: the two heaters are located (i) above the door and (ii) at floor level. The switch for the former is on a panel in the entrance hall high on the right outside the kitchen. A red light shows when it is on; don't forget to turn it off when you have finished. It also has a pull cord inside the kitchen for convenient control. The switch for the floor level heater is in the kitchen just above the worktop left of the door. It is equipped with a time limit switch: ensure the toggle switch is on, then press the 'Boost' button repeatedly until your required time period (15 mins-2 hours) illuminates. It switches off automatically after this period.

Air Conditioning for Cooling in the Summer

The air conditioning instructions are on the same notice as the heating instructions below the Daikin unit itself.

Tables, Chairs and Staging

Tables, chairs and staging are kept in the large store beyond the kitchen. Please return them there after use, ensuring each colour of chair (blue, black and green) is stacked separately.

Staging is available for your use and is stacked on a trolley. It is useful for drama and discos, etc. If you are not sure how to erect it, please contact the Bookings Clerk.

2. Do's and Don'ts

Heating

- **Do** remember the Daikin heater unit in the aircon system is more efficient and economical.
- **Do** note that the four black radiant wall heaters in the main hall can make areas underneath them rather hot, so please do use them sparingly. Alternatively, the two long grey/chrome radiant heaters (over the committee room door and over the main windows) may well be sufficient to maintain heat in the room once at the desired temperature.
- **Do** turn the heaters off if the hall gets too warm.
- **DO NOT open doors and windows whilst leaving the heaters on!!**
- **Do** ensure that all heaters are turned off when you leave the Hall.

Daikin Aircon

- **Do** turn the aircon on when you enter the Hall on a very hot day as it may take up to half an hour to cool the main hall. The purpose of having an aircon unit is to allow the main hall to be cool in summer without opening windows and doors which can cause nuisance to neighbours due to noise.
- **Do** keep **all** windows and doors shut to enable the aircon unit to function properly. It is thermostatically controlled and will adjust to 24°.
- **Do** turn off the aircon before you leave the Hall if used to cool the main hall or if used to warm it in winter.

Rubbish

- **Do** please take all your rubbish with you and make arrangements for its proper disposal elsewhere.
- **Do not** put babies' nappies or any other items including wet wipes down the toilets (other than the toilet paper provided) as they block the drains: please take these away with you too.
- There is no rubbish collection from the Hall, so **do not** leave rubbish anywhere inside or outside the Hall.

Kitchen

- **Do** please take care of it – we have invested a lot of money and want everything to last!
- **Do** note that food hygiene is your responsibility as the hirer.
- The hire of the Hall includes use of the crockery/cutlery in the cupboards (unless labelled as belonging to/for the use of particular groups) and the use of cooker, microwave oven, urn, kettles, etc.
- **Do not** plug the two kettles into adjacent sockets as this will overload the circuit.
- **Do not switch** the oven on and leave the door open.
- **Do** bring your own tea towels and other similar cleaning and drying articles and take them home after use. None are provided because they can rapidly get into an unhealthy state.
- **Do please leave the kitchen in the state that you would like to find it – clean and tidy: wash all worktops and splashbacks after use, wipe clean cooker and microwave if used, and clean any spillages that are on the floor.**

Cleaning

- The Hall is cleaned on a weekly basis, not after every hire. **Do note that users are responsible for leaving it in a clean and tidy state, including the kitchen and toilets.**
- **Do** please sweep the floors – there are brushes under the sink in the kitchen, and a very wide floor broom for the main hall inside the storeroom beyond the kitchen.
- The floor in the main hall is of sprung wood construction and it must be treated with great care. **Do** please remove any spillage immediately and with care to ensure that the affected area is left clean and dry. **Do not** use cleaning fluids other than water and/or the specialist cleaner provided in the kitchen. **Use of other cleaning fluids will damage the floor.**

Other Matters

- If at any time after entering the Hall you need to leave the building unattended, **do** ensure that all electrical appliances, including heaters and lights, are switched off during your absence and that you lock up.
- **Do** please remember that your hire period includes set up and clear up time. Please ensure that you do not overstay your time in setting up or clearing up.
- **Do not** use sticky tape on the walls please, and put up and take down decorations with care.
- **Do not** use smoke machines with discos, etc. as this will trigger the fire alarm.

3. Things to Remember to Do Before and On Leaving

- Turn off all lights, including those in the main hall, storerooms, committee room, kitchen, disabled toilet and entrance hall/corridor. But note that the ladies and gents toilet lights are on timers. The car park lighting and the external lights above the front door are on motion sensors at night and will stay on long enough for you to lock the building and reach your cars. The emergency lighting throughout the Hall will remain on at all times.
- Turn off all heaters if used, and ensure that the red warning lights on the control panel in the entrance hall are extinguished (see above for location of switches).
- Turn off the Daikin warm air/aircon if used (see section 1 for location of the control panel).
- Make sure that all windows and internal and external doors are shut properly.
- **Do not** leave any rubbish anywhere in the Hall including the toilets and the kitchen, and take away any items you brought with you.
- Return the key, unless you are a keyholder, to the Bookings Clerk.
- **Finally, leave the Hall in the condition in which you would wish to find it, and ready for the next hirer to use.**
Please note that if the Hall is not left in an appropriate condition, extra charges will be made and/or taken from the hire deposit.

4. Other Useful Things to Know

First Aid Box

This is located in the kitchen.

Smoking

Smoking is not permitted anywhere in the Hall or on the premises.

Fire Alarm

If the fire alarm sounds, everyone in the Hall must evacuate as quickly as possible via the fire exits. These are the two doors marked 'FIRE EXIT' in the main hall as well as the front door of the Hall. People should make their way to the Fire Assembly point which is on the road side of the car park.

If the alarm sounds and it is subsequently found that there is obviously no fire, the key to turn off the alarm is on the key rack in the broom cupboard in the kitchen, and is marked 'Fire Alarm'.

Notify the Bookings Clerk or any Hall trustee if the fire alarm is activated for any reason.

Numbers

You should decide in advance what the maximum number of people is appropriate for your event. It is your responsibility to ensure that this number is not exceeded. In no circumstances are more than 100 people allowed to be in the Hall.

Contacts

If you encounter difficulties when using the Hall, wish to bring anything to the attention of the Hall trustees or would like details of the competitive rates available to regular hirers, please contact the Bookings Clerk (07761 005995) or any trustee.

Thank You

We hope you enjoy using our Hall and that we shall see you again soon.