

Hirer's Guide - Milton Malsor Village Hall

It is highly recommended that you read this document prior to your booking date so that any questions can be resolved. A copy is also kept in the lobby area of the Village Hall for your reference during your hire

Emergency Contacts - please refer to the notice in the entrance lobby window for contact names and telephone numbers in the event of an emergency and for further details within this document.

1. GENERAL FACILITIES

- **Access** - a single door key operates the 2 locks fitted to the main entrance. There is a wheelchair-suitable access ramp from the car park to the Hall entrance.
- **Key Safe** – a key safe is available for key collection & deposit; instructions on how to use it are sent to all hirers wishing to use this method of accessing the hall
- **Disabled access** – the village hall has disabled access throughout, including fire exits and a separate disabled toilet
- **Entertainment Licence (TEN)** - if alcohol is to be sold on the premises, and / or if music or other forms of regulated entertainment (including Weddings) is to take place then a TEN (Temporary Event Notice) is required. This can be obtained by telephoning 01327-322322. Getting the licence is the responsibility of the hirer
- **Chairs** – ninety padded chairs and six children's chairs are available in the chair/table store room and should be re-stacked after use as shown in the picture in the chair/table store room
- **Tables** – twenty-two folding tables and six small folding tables are available in the chair/table store room and should be re-stacked after use as shown in the picture in the chair/table store
- **Capacity** - maximum capacity of the hall is ninety people
- **Car Parking** - careful parking will accommodate fourteen cars in the village hall car park. Additional parking is usually available nearby and in the adjacent car park of The Greyhound Inn
- **Lighting** - main light switches for the hall are situated on the right as you enter the Main Hall.
- **Garden Area** - access is through the Emergency Exit Doors from the main hall and has seating and a table – it is freely available to all hirers of the main hall but be sure to secure the doors before leaving the premises
- **Hearing Loop** – the main hall is fitted with an induction-type hearing loop for those users having hearing aids with a "T" setting

- **Central Heating** – temperature is controlled by the Thermostat on the extreme left of the south wall and boiler operation is controlled by a Timer located on the extreme right of the south wall in the hall – please refer to written instructions above the Timer. Pressing Timer blue button will activate the central heating for the entire building for 45 mins (see picture 2) - the button can be re-pressed at any time to start a new 45 min cycle. James Meeting Room has an additional electric fire, that is also fitted with a Timer and 'ON/Off switch.
- **Overhead Heaters** – in addition to the central heating, in the main hall there are overhead radiant heaters and these can be switched on in the Kitchen Utility area. Using the control panel on the right hand wall (see Picture on last page) - the time set can be varied by pressing the relevant "Boost" button as many times as you wish
- **Fans** – overhead fans in the main hall are used to increase air circulation, and these can be switched from the Kitchen Utility lobby. Using the control panel on the right- hand wall (see Picture on last page) – the time set can be varied by pressing the relevant "Boost" button as many times as you wish – the fan 'On/Off Switch and rotary speed wheel controls is beneath the boost panel
- **Subdued lighting**
Wall lighting is also available and controlled from a control panel located in the kitchen lobby on the right-hand wall (see Picture on last page) - the time set can be varied by pressing the button as many times as you wish for the desired timing.
- **Toilets** – the lady's toilets are located beyond the far corner of the main hall and the gents and disabled toilets (with baby changing facilities) are off the Entrance Lobby area
- **Rubbish & Recycling** – the LARGE GREEN BIN in the Carpark is to be use for the disposal of all waste/bottles etc.

2. EMERGENCY

- **Accident & First Aid** - a First Aid Box is on the wall in the kitchen (see Picture on the last page). All accidents should be reported on the form supplied in the first aid box. Northampton General Hospital is 6 miles away at Cliftonville, Northampton, NN1 5BD. Phone no. 01604 634700
- **Central Heating** - if you smell gas, please evacuate the building immediately and call the National Grid emergency number: 0800 111 999 and then inform the Booking Officer
- **Safety** - there is no fire alarm in the building. Evacuate the building immediately in the event of a fire or other type of emergency, via the Main Entrance Door or from the Emergency Exit Door leading to the Garden Patio. Assembly Point is the Village Green opposite the Village Hall. Fire extinguishers are located at the Entrance Door, at the entrance to the Emergency Exit Door and in the Kitchen

3. KITCHEN EQUIPMENT

- **Microwave** – a Microwave oven is available for the use of all hirers
- **Ovens and Hob** - the main control switch for the 2 Electric Ovens and hob is on the wall to the left of the Hob
- **Dishwasher** - is available for general use, the main switch is on the wall to the left of the Hob and details of operation are contained in the manual – see Manuals below. Dishwasher tablets are stored in the cupboard above the ovens
- **NOTE: The Ovens, Microwave and Dishwasher** are all controlled by a set of power switches to the left of the Hob.
- **Water Urn** – available for all hirers to use but please ensure it is switched off at the wall when your hire period ends
- **Fridge** - is available for general use
- **Fridge/freezer** - located in the Kitchen lobby is for general use
- **Crockery, cutlery and glasses** - a wide range of glasses, cups, saucers, teapots, etc. are available in the kitchen - sufficient dinner sets and cutlery for 90 people
- **Manuals** -all Manuals are located above the First Aid Box in the Kitchen area

4. AUDIO/PROJECTION EQUIPMENT

- **Audio System** – the hall has a professional quality surround sound audio system is available, including a CD player/FM tuner, Bluetooth audio streaming from portable devices, RCA sockets for user’s own devices, and a balanced microphone-in socket, (see Picture on last page). Professional hand-held & lapel wireless microphones for use with the PA system are available for hire by prior request. Full instructions manual is posted in the hall.
- **Microphone** - a balanced Microphone is provided upon request as part of the Audio system of the hall and is connected via the socket on the south wall of the main hall.
- **CD Player/FM Tuner** – plays normal CD’s and also plays .mp3 tracks and music from a USB stick.
 - Press the “Standby” button to turn it on/off and select either CD Player or FM tuner using the “Source” button (see picture 4).
 - Whatever the device being used, the volume of the sound is controlled via the selector panel in the middle of the front wall in the main hall – this should always be set to “Kitchen” on the rotary dial and the volume initially set to no higher than 5
- **Bluetooth** - if connecting for the first time, press and hold the button on the front of the Sony Bluetooth receiver for 2-3 seconds, until the light on it starts to flash blue - it is now ready to “pair”
 - a. On your portable device select Bluetooth settings and look for a device called BM10 – tell your device to pair/connect with this device – no code is needed
 - b. Once the device is paired and connected the light on the connector will show as constant blue

- c. Any music now played on your device will be streamed to the surround sound in the hall; you can also control the volume from your device
- d. Whatever the device being used, the volume of the sound is controlled via the selector panel in the middle of the south wall in the main hall – this should always be set to “Kitchen” on the rotary dial and the volume initially set to no higher than 5
- **Projector** - a LCD projector is available to hire upon request, see Booking Form
- **Projector screen** - there are pull down projector screens in both the main hall & James Room. The screen in the main hall requires pole to reach it and this is hanging in the corner of the hall by the table store
- **Wi-F i**- is available free of charge to all hirers on request – just let our Booking Officer know in advance of your hire, who will then provide instructions and a password for you

SHOULD YOU REQUIRE FURTHER INFORMATION

PLEASE CONTACT THE BOOKING OFFICER BY TELEPHONE OR BY EMAIL

FIRST AID BOX located in the kitchen



LIGHTS, OVERHEAD HEATERS/FANS
located in the kitchen lobby



CD PLAYER/BLUETOOTH AND SELECTOR – located in the kitchen

