

Occold Village Hall Hirer Quick Guide

Entrance

Approach Hall via driveway or public footpaths to playing field.

Enter

Through main doors to lobby area, under the canopy on the patio.

Intruder Alarm (IF IT IS SET)

To disarm / unset the intruder Alarm by presenting Black Fob to top left of Alarm Key Pad situated on your right by the entrance door as you enter the lobby.

To arm / set the intruder Alarm by presenting Black Fob to top left of Alarm Key Pad situated on your left by the entrance door as you leave the lobby.

Present fob once – system will ask you do you want to set – if Yes present fob second time to confirm – system will start to set – please leave via main lobby doors onto patio and lock the door – wait for system to stop bleeping – system is now set.

If system continues to make noises then something is wrong – reenter the building and read message on the screen – if you are able correct the problem by presenting the fob again and try setting and exiting again.

Alarm triggers

If alarm is triggered accidentally represent fob and flip down front cover and push 'Yes' button to confirm you wish to stop the alarm.

Problem

If you have a problem setting the alarm then please leave the Hall locked and secure and report the problem.

PATIO DOORS

PLEASE NOTE IF HIRING THE MAIN HALL THEN THE PATIO DOORS ACT AS ONE OF THE EMERGENCY EXITS – PLEASE UNLOCK AND DISENGAGE 4 BOLTS SO THE DOORS CAN BE USED IN THE EVENT OF AN EMERGENCY. Please also lock at the end of your hire.

Light Switches

Outside Lights Switches are time clock controlled but can be over ridden by the switch in the main hall to the LHS of the patio doors

Lobby Light Switches are on the RHS next to the main doors

Toilet Hall Way light switch is situated just beyond the main toilet door from the lobby.

Individual Toilet Lights are turned on / off via movement detectors

Main Hall Lights & Dimmers are situated just inside the main Hall (LHS) and are operated by ... Top row of 3 switches – Main Hall Lights. Bottom Button pushes on for wall lights and is a dimmer switch.

Lower Hall switches are on the RHS – top two switches on and the bottom two hold down to act as dimmers.

Kitchen Lights Switches are just inside kitchen door

Store Rooms 1 & 2 Switches are just inside the door

Cleaners Cupboard Switches are just inside the door

Fire Alarm

The control Panel for the fire alarm is situated to the right of the main entrance doors when standing in the lobby.

The fire alarm has two zones 1& 2

Zone 1 is the kitchen, store rooms and main hall

Zone 2 is the lobby, preschool room, toilets and upstairs store

In the event of the fire alarm sounding please evacuate the building and ask that all persons present in the hall to gather on the far side of the car park at the top of the entrance driveway.

If you are sure that there is no fire – please reset the alarm panel, following the instructions shown, above the panel

Please Note: Smoke machines (if used at a disco etc.) and, smoking outside the main lobby door - will trigger the Fire Alarm.

IF THE ALARM IS ACTIVATED:

- 1) Evacuate the HALL / BUILDING IMMEDIATELY.**
- 2) Please account for all of the persons in the hall attending your Event**
- 3) Establish if this is a false alarm or if there is a genuine fire**
- 4) If it is genuine please call 999 immediately – Do not re-enter the building.**
- 5) If you are sure that there is no fire – please reset the alarm panel, following the instructions shown, above the panel**
- 6) If a false alarm is sounded, please contact the person named at end of this document, so that they are aware.**

Nappy Changing

There is a nappy changing unit in the Disabled toilet. Please dispose of soiled items in the wheeled outside bins – and NOT in the small bin by the toilet.

Disabled Toilet Distress / Attention Alarm

If the distress / attention alarm is triggered (by pulling the Red Cord) in the Disabled toilet it can be cancelled by touching the 'RESET' switch above the disabled toilet door in the lobby

Main Hall Floor

Please do not wear footwear that is likely to damage the main hall floor (i.e. high heels, football or rugby boots, marking black soled trainers etc)

Patio Doors

To Open – Unlock, disengage the 4 silver bolts to the floor and ceiling located at the hinge joints, gently push the hinge joints and the doors will fold and slide to left or right.

To Close and lock gently pull the door from folded position, use the handle in the middle of the hinge joint to pull doors 'home' then engage the 4 silver bolts to floor and ceiling, lock the door and check all is secure.

These form one of the EMERGENCY EXITS from the main hall please ensure they are unlocked and disengaged during the period of Hire.

Induction Loop Hearing System

Is switched on by the white box at ground level 5 metres to the right of the lobby doors when standing in the main hall.

Heating / Thermostats

The main heating system is time controlled; it is backed up by a room thermostat (located on the wall behind the bar) in the main hall and, individual radiator thermostats. Please do not raise the room thermostat above 20 degrees and, return it to 12 degrees at the end of your hire.

Air Extraction - Ventilation / heat recovery System

Control switches for this are located by the thermostat in the Lower Hall
These can be set to extract hot air in the summer and replace with outside fresh air or in the winter extract air from the hall and put heated replacement air into the hall.

There are 4 units controlled by two control units as below

Top Slider Switch to position 'o' for on

Middle Slider Switch:

Position 1 Heat exchange for winter use

Position 2 General Air Extraction – summer use

Position 3 Twice as powerful as Position 2 – summer use

Bottom Slider Switch controls fan speeds

Please Note – the four isolator switches to the right of control panels must be on.

Tables & Chairs

Tables are stored in the store room next to the kitchen area – please do not drag these across the floor – you will damage the floor

If you use the tables and chairs please ensure they are put back in a tidy and safe manner.

Spot Lights, Sound System & Velux Roof Windows/Blinds.

Please consult a committee member, on how to use this equipment.

Kitchen Appliances

Fridge, Freezer, Oven & kettle – all work the same as your domestic units – please use them with care & treat them with respect.

Dishwasher, Water Heater – individual instructions are sited by each of these appliances – please do not leave the dishwasher running after the end of your hire – you are responsible for emptying the crockery etc and putting it away at the end of your hire.

Rubbish Disposal

Outside of the kitchen there are:

Two wheeled bins – one for recycled items and the other, for all other general items

Adjacent to the Hall Car Park are Glass Bottle Banks for Glass of all types.

Please ensure all rubbish from your hire, is put in the outside bins.

Cleaning Equipment

Basic cleaning equipment is stored in the cleaner's cupboard in the store room next to the kitchen and under the kitchen sink.

Noise & Neighbours

Please respect the Neighbours - near and far ... Thank you.

Decorations

Please use the hooks as installed around the hall, to hang decorations from, please do not use, Blu-Tac, pins, Sellotape etc on the walls, doors, windows or ceilings.

Hot Water

In the near vicinity of all hot water requirements, there is an electrical instantaneous water heater – it may take a few moments for hot water to reach the tap – please be patient – do not leave taps running. If no hot water is available from that tap within 30 seconds, then there is something wrong – please report the problem to a member of the committee.

Water Stop Cock

Under the main Kitchen sink at the very bottom of the cabinet.

Electrical Trips and shut off

The trips and main shut off is located at the back of the cleaners cupboard in the store room next to the kitchen – any faults please report them, so we can arrange for them to be professionally corrected.

Emergency Services

**Police, Ambulance and Fire.
Dial 999**

The address for the hall is:-

Occold Village Hall
Mill Road,
Occold,
Suffolk.
IP23 7PL

Contacts:

Alarms, General Maintenance and any other problems –
Please speak with Dave Cox – (house at the bottom of the
driveway)

THANK YOU

ENJOY & RESPECT THE HALL - IT IS HERE FOR EVERYONE!