

Bursledon Village Hall

Things you need to know as you arrive **Aug 24**

Keys

You will normally be given a key to the main door in advance or be asked to collect one from the Key safe. Alternatively, arrange to meet Jim Williams. We will usually ask you to post the key through the letterbox, by the main door, when you have finished. When locking the main door, you need to lift the handle up before turning the key

Chairs and tables.

Most of the tables and chairs are stored in the cupboard in the foyer. The key hangs on the back of the cupboard door above the dishwasher in the Servery/Bar. There are 3 large round tables (which seat 8 comfortably) and a trolley holding 6 large folding tables (which will seat 3 on each side) and 10 small trestle tables, and another trolley with 48 folding chairs. Please stack the large trestles at an angle in the trolley, you will be less likely to crush your fingers when moving the trolley. There is a total of 12 long tables and 16 half-length folding tables spread around other rooms. Please do not use the 3 tables in the Peter Page room.

There are, usually, another 2 large folding tables in the Anna Harvey room, together with 12 chairs. However, these may be in use. In the John Sneezum Room there are, usually, 2 more large folding tables and 20 chairs. A total of 110 chairs. Further chairs can be made available if necessary.

The Servery and the Dishwasher

Instructions on how to use the Dishwasher are posted on the cupboard door above it. The Main Kitchen is used, every day, by a team who cook and deliver lunch to the housebound. They finish work at about 2pm. They use the dishwasher in the Servery until they leave, their access is not through the Main Hall but if your event is in the afternoon you will have to accept that they must finish their cleaning.

Decorations

Please do not use drawing pins or sticky tape (or any adhesive tape) to add decorations to the Hall. Doing so may lead to your deposit being retained as it damages paintwork or takes hours to remove the gum. - Please use white/blue tack or tie decorations to the hooks provided

Fire alarm

If the fire alarm goes off, because of candle smoke or popcorn dust, etc., you can silence it by taking the key from the cupboard above the dishwasher, putting it in the keyhole in the fire alarm control box, in the foyer, (the one below the black glass mini window) and turning it. Then press the second button from the left in the row of 7, labelled Silence Sounder. Please also leave a message for the Caretaker on 07883 256 734 as he may have to reset the alarm system.

Fire doors

You must not use wedges to hold any fire doors open. The double doors from the Foyer into the Hall can be held open by using electromagnetic pads which touch the tops of the doors when wide open. To release the doors, you must use the switches close to the pads – press the black button. The doors will close automatically in the event of a Fire Alarm, as will the motorised shutter between the Kitchen and the Hall. The shutter will not re-open until the Caretaker has re-set the Fire alarm.

Emergency procedure

Separate from this note you will receive a plan of the Hall showing Fire Exits, Fire Alarm Call Points and Fire Extinguisher points. In an Emergency Call 999 and give the Address as Bursledon Village Hall, Long Lane, Bursledon SO31 8BZ.

Other things that it will be helpful for you to know before you arrive

Heating

The heating in the Hall is controlled in 2 main zones. The Foyer, Peter Page Room and Basement lobby are controlled by a thermostat in the downstairs lobby, above the double doors. The temperature of the Main Hall and the Anna Harvey Room is controlled by a thermostat at the back of the stage in the Main Hall. Both should be set at 19°; you can change the temperature for your session on the dial of the thermostat. Please do not alter any of the other settings as it will mess things up for the next user..

The clocks controlling the heating are set every Monday, these clocks are in a locked Boiler room. The times for which it is set are displayed on a form on the back of a cupboard door above the dishwasher in the Servery. You cannot change these times.

Electrics

There are two consumer units with trip switches. The main one is above the door from the Anna Harvey Room to its lobby, it controls the electricity in the Main Hall and Anna Harvey room. The second board is in the chair store in the foyer, it controls the Servery, Kitchen, John Sneezum and Peter Page rooms. There is a stepladder hanging on the wall in the chair store, should a circuit trip. There are extension cables in the tall cupboard in the Servery.

Set out and clear up

Unless otherwise agreed you will have to set out tables and chairs as you wish **and return them to their places after you have finished.** Please make sure that you have booked the Hall/Rooms for enough time to allow you to set up/decorate and to clear up and clean the Hall/Rooms/Servery/Kitchen after your hiring.

Cleaning

Please leave the Hall as you found it. There is a large dry floor mop, Henry vacuum cleaner, wet mops and other cleaning stuff in the chair store. It will only take 2 or 3 minutes to go over the floor with the dry mop. If liquids have been spilt please wet mop the spillage. It is also wise to check on the online diary when the next hiring is to ensure your cleaning does not disrupt others.

The Servery

The Servery has a kettle, water boiler, large fridge, dishwasher and microwave, but no hob or freezer. If you wish to use the wall mounted water boiler and dishwasher you will need to turn them on. The water boiler takes 7 minutes to heat up. The dishwasher takes 45 minutes to heat up and then only 2 minutes for each cycle. Instructions are posted on the cupboard above it. Please drain it when finished, or it clogs up next time.

In the wall cupboards you will find some jugs, tumblers, pint glasses and some wine glasses. Also 36 cups and saucers, 3 teapots and 18 mugs. If you have arranged to hire some Hall cutlery, crockery or glasses please make arrangements with the Caretaker to gain access.

Waste and re-cycling

Please bag all waste and place it in the large refuse bin/dumpster outside the Anna Harvey Room. If the bin is full you must take your waste away, leaving it on the pavement attracts vermin and they spread it everywhere. There should be spare black refuse bags in the bottom drawer in the Servery. Black bags disappear quickly, so it may be useful to bring your own. There is no facility to re-cycle glass, paper/card, cans or plastic at the Hall. If you can please take glass, plastic bottles, cardboard and cans away with you and re-cycle them.

Public Address System

There is a PA system in the Main Hall, which is controlled from a box at the back of the stage. There is a powered speaker and amplifier above the stage. You will be wise to check that your phone/pad and cables are compatible with the system in advance of your hiring. There is a 3.5mm jack that fits phones, etc.. Further details are available on request. The Hall does not guarantee to have the right cable connections. A few minutes of familiarisation may be necessary. **On no account must an amplified signal be put into this PA system.**

If you, or a band/DJ you employ, bring in any mains operated electrical equipment please note the following:

- It must have been PAT tested
- If playing loud music the speakers/PA must be powered from the sockets at the back of the stage, on the right. These will mute the sound in the event of a Fire Alarm.

Breakages, etc..

If you break something or notice something that needs replacement or repair please make a note in the Breakages and Repairs book which is on top of the microwave in the Servery.

Windows and Noise

If it is too hot please turn down the central heating thermostat and, if necessary, open some windows. It is best to open those on the roadside of the Hall first, especially if the noise of your event might disturb our neighbours. Please check all windows are closed before leaving.

In Emergency phone Jim Williams on 07883 256 734