



MEMORIAL HALL

Wheathampstead Parish Council
Marford Road, Wheathampstead

Instructions for Hirers

The Memorial Hall has three areas available for hire (the Green Room, Hewitt Room, and Main Hall) which means that there may be more than one hirer in the building at any time.

Each individual hirer is responsible for the security of the building and must check whether there are other hirers in the building when leaving the premises.

1) Keys and equipment loan

For keys and equipment loan please collect from the Parish Council office between 9 am – 12.30 pm, Monday - Friday (for weekend bookings please collect on Friday morning). See point 10 for equipment loan details. Parish Council Office staff are available to demonstrate the equipment if required.

2) Entry

Enter and leave by West door (Brocket View entrance sign posted Parish Council Office). Switch for outside door light is on the left as you enter the lobby.

3) Opening and locking the premises

Please be aware that the Hall may have more than one hirer using the facilities at the same time. It is each hirers responsibility to check before leaving whether that are the last hirer or not, and if they are to lock and alarm the building.

1. To unlock:

At the West door, use the chubb and yale key to enter and enter hold the grey fob on the keys up to the white magnetic pad (area marked "Tag" on the white pad, situated on the right side of the Green Room doors) which automatically unsets the alarm. Please note, when the building is alarmed, the alarm makes a long audible sound on entry. However, if the door is unlocked on arrival you will not need to unset the alarm as there is likely other hirers or staff in the building.

If the West door is not going to be used for general use for your event, please lock it from outside using the yale key (partially open door, turn key so handle will not

turn and lock. Do not dead lock from the inside as this is an emergency exit).

To open the external north and south doors in the library corridor (facing Marford Field and Marford Road), go to both sets of doors and turn the metal thumb locks to unbolts the doors. These doors can be propped open.

There is a door from the bar area into the car park. Please ask for this key.

The blue key unlocks toilet doors, Green Room, Hewitt Room and Main Hall from the North doors (entrance from Marford Road).

Note, the North and South doors (and those in the Hewitt Room) are fire doors and will open using the push-bar in an emergency. If you are using the Main Hall these should normally be unlocked for entrance/exit.

2. To lock:

You must check all doors are closed and locked where appropriate – see map of the building for locations of doors situated next to the West door.

This includes:

- The external bar area door (locked with a key)
- The fire exit doors in the Hewitt Room (pulled shut)
- The door to bin store in the kitchen (pulled shut)
- The North and South doors of the Library corridor (thumb locks)
- The North fire exit door in the Main Hall (locked from the corridor, with a key)
- Toilets (ladies, gents and disabled, locked by key)
- The door to the Hewitt Room (thumb locks)
- Green Room door (locked by key)
- West door (locked by key)

Please also ensure all windows are closed throughout the building. Activate the alarm with the grey fob and leave by the West door, using both the yale and chubb keys to lock the West door.

Remember you may not be the only hirer in the building so please check you are not locking anyone in the premises!

4) Outside lights

Switch for outside south and east bulkhead lights are by the south entrance doors. Switch for outside North wall bulkhead lights is by north entrance doors. West door should be kept locked when not in use. The light by the west door is movement sensitive; other outside lights are on a timer switch.

5) Tables and chairs

Extra tables and chairs are kept in the store room on the south side in the Main Hall. Please use the chair trolley provided (do not drag items across the hall floor). Please put the tables and chairs back as you find them.

6) Decorations

Sellotape and other adhesives must not be used on any surfaces in the Hall. Drawing pins (not staples) may be used in the noticeboard in the Hall. Please do not use pins or cable ties on any surfaces.

7) Lights

Main Hall lights are dimmable and operate in pairs. The switch control, which requires pressing to activate and turning to adjust, is situated on the right-hand side of the stage in the Hall as you enter from the West door. There are two light switches on the stage towards the back at the Green Room doors. The easiest access is via the north back stage door in the Green Room, above your head as you mount the steps.

Selective STAGE lighting settings are programmed into the panel between the stage on ground level and the kitchen doors. Press "0" to activate and then chose a light setting from the options "1" to "9". Always switch the lights off ("0") when you leave.

Hewitt Room light switch is located at the door in the corridor and on a panel of switches in the kitchen next to the bar entry area.

8) Stage curtains

The stage in the Main Hall has electric powered curtains. The controls for these are located on the left-hand side of the stage (as you look at the stage) on a dark grey control box – marked "o" to open and "c" to close. If the curtain does not work make sure the large red button is pulled out all the way.

Please can care be taken when using the stage and no equipment with "spikes" are to be placed on the vinyl floor (i.e. some musical instruments).

8) Heating

There is a temperature control switch on the south wall in the main hall to adjust the temperature of the main hall as required. When leaving please ensure it is on 18- 20 degrees in winter.

The windows open using a winding mechanism per set. Please do not over wind.

The windows, for safety and security reasons, are designed to open to approximately 45degrees only. Please remember to close all windows when you leave.

9) Other equipment

The following equipment is loaned out for use at no extra cost to hirers: extension leads, mics, mic stand, cables, flip chart board and notice/display boards. Hirers must collect and return these items from the Parish Council office 9 am – 12.30 pm, Monday - Friday (for Saturday bookings please collect on Friday morning). All equipment loaned must be signed in and out.

10) Clearing up after function

- Please wipe clean tables, return and stack tables and chairs taken from store. Chairs in stacks of 6 are to be returned along the back wall of the Main Hall.
- Return any tables and chairs to the Hewitt Room if moved.
- Sweep all used areas. Brooms and bin bags are kept in the store room off the kitchen.
- Please dispose of all rubbish in the bin area behind the kitchen or take with you (push-bar door near kitchen toilet).
- Please leave the building clean and tidy as you might expect to find it and remove all personal belongings.
- Please check all lights and sound/AV equipment is switched off.
- Finally, please leave by the West door, as detailed above, lock door and use the fob to activate the alarm.
- Please put the keys through the letter box at the West Door when you leave.

FIRE PRECAUTIONS

1) **DO NOT OBSTRUCT EMERGENCY EXIT DOORS WITH TABLES OR CHAIRS ETC.**

2) A register should be kept of everyone attending your function in order that in the case of fire everyone must be checked out of the building. Disabled access/egress should be pointed out and a person identified as a helper to assist with exiting from the building.

NOTE: *Fire regulations recommend that the able-bodied exit the building before the disabled.*

3) In the event of fire press the nearest "break glass" which will activate the fire

bells. Evacuate the building immediately and **call the emergency services (dial 999)**. Assemble on the Marford Field towards Brocket View near the wooden hut.

A plan of the building showing "break glass" positions is located at the West door entrance and south doors (near the gent's toilets)

Contact information

In an emergency, call 999.

During weekdays, please contact the Parish Council Office situated at the West end of the building. The office is open 9am-12.30pm Monday to Friday. There may be someone in the office after these times, but it is not guaranteed. You can knock on the door, call 01582 832541 or email at info@wheathampstead-pc.gov.uk.

Outside of these times, you can contact the following:

Caretaker 01582 629642 / 07908 559521

Council Chairman 07774 211933

Cllr Haynes 01582 629327

Memorial Hall Chairman 01582 832579

Emergency contact number for the intruder alarm system is 0844 879 1263.

We thank you for your co-operation and hope that you had a successful function.