



# TUNSTALL COMMUNITY HALL

Charity Registration 1105927

## General Information for Hirers

Thank you for booking the Community Hall. We hope you will have an enjoyable and successful event. The following information may be useful.

### HEALTH AND SAFETY

- 1) **Fire and Evacuation Procedures** – Please see the **Fire Safety Information** sheet which provides details about what to do in the event of a fire. Floor plans showing escape routes are displayed in a number of locations in the Community Hall.
- 2) **Accidents** – There is a First Aid kit located in the small kitchen next to the metal shutter. Please report any accidents involving injury to the public to us as soon as possible and enter it into our Accident Book held in the wall mounted document folder under the First Aid box in the small kitchen.
- 3) **Faults or Issues** – If you discover any issues, faults or problems, then please complete a fault report form and leave it in the folder in the wall mounted document folder under the First Aid box in the small kitchen. Please also report the issue to the Hall Committee by email at [Tunstall.CommunityHall@gmail.com](mailto:Tunstall.CommunityHall@gmail.com).
- 4) **Trips and similar hazards** – The Hall tries to minimise all trips and similar hazards in and around the property. The car park has a loose lay surface which is prone to uneven surfaces, pot-holes and the occasional exposed surface items such as kerb edges and man-hole covers. The car park is also unlit at night so please ensure your guests are aware of the potential hazards and for them to take appropriate precautions.

### ABOUT THE HALL

- 1) **Keys** – A single key fits both the front door and the rear kitchen doors.
- 2) **The foyer** is illuminated by maintained emergency lighting to assist individuals exiting the building after dark.
- 3) **Light switches** for the main toilets and hall are located in the Switch Room (through the door on the left hand side of the main hall as you look towards the stage).
- 4) **Power to the stage** and surrounding sockets will automatically switch off at approximately 11.45pm. Please arrange for your music to finish by that time (extended to 00:15am on New Year's Day).
- 5) **Hot water** for the kitchens is supplied via an immersion heater. The switch is in the large kitchen located on the partition wall between the kitchen and main hall. Hot water for the toilets is again by an immersion heater, this switch is located on the left, high up on the wall in the ladies toilet. **You will need to switch these on.** Electricity usage is included in the hire.
- 6) **Gas Heating** for the main hall is operated by a £1 coin meter located in the Switch Room. Each £1 runs both gas heaters for 20 minutes. The meter and switch for power to the heater are marked.
- 7) **Convactor heaters in the Committee Room are** operated by a £1 coin meter located in the Switch Room. There is also a main power switch for these heaters in the Switch Room. Each heater in the Committee Room is controlled by a wall switch as well as thermostat and timers on the heater units.
- 8) **Tables & Chairs** are located in the large storage cupboard. Please ensure that they are returned and stacked safely when you leave.

# General Hall Information

- 9) **Cutlery and Crockery** are stored in the large kitchen cupboards. Although every effort is made to keep these items clean, it is advisable that you wash the items before use. Please wash and return the crockery when you have finished.
- 10) **No Sticky Tape** - Please don't use sticky tape on the walls. If you do need to put up approved items, please use non-marking products like Blu Tack.  
Please remove all items that you have put up at the end of your hire period.
- 11) **Rubbish** – There is no rubbish collection at the Hall. **All rubbish must be removed** at the end of your hire. The wheelie bins outside the Hall on the car park for glass only. You are welcome to put any empty bottles into these bins.
- 12) **Baby Changing Facility** – This can be found in the disabled toilet. Please put soiled nappies, wipes etc into the bin provided. **Do not** flush wipes or other sanitary products down the toilet. Please leave the changing facility in a clean and hygienic condition suitable for others to use.

## DEPARTURE CHECKLIST

- 1) Ensure that you have cleaned the Hall and returned any equipment used to its correct place.
- 2) Gather your rubbish and remove it from the premises.
- 3) Turn off immersion heaters.
- 4) Turn off gas and committee room convector heaters at the main switches in the Switch Room.
- 5) Turn off the convector heater in the kitchen unless you have been asked to leave it on a low setting in winter.
- 6) Make sure that all windows are closed.
- 7) Check that the Fire Exit doors are closed and fully secure. The doors are secured by turning a knob next to the panic bar.
  - Single fire exit door - turn the knob fully clock wise to secure the door.
  - Twin fire exit door left-hand door – turn the knob fully clock wise to secure the door.
  - Twin fire exit door right-hand door – turn the knob fully anti-clockwise to secure the door.
- 8) Turn all lights off when leaving. The emergency lights will remain on as a health and safety requirement and will provide sufficient light for exiting the Hall after dark.
- 9) Ensure that the front door and kitchen door are locked.
- 10) Return the key as directed by the Bookings Secretary.

**LATE NIGHT USERS** - PLEASE CONSIDER OUR NEIGHBOURS AND KEEP THE NOISE TO A MINIMUM WHEN LEAVING LATE AT NIGHT.

# General Hall Information

## TROUBLESHOOTING

- 1) **No Power – Main Hall and Committee Room.** Check the distribution boards. There are 3 in the Switch Room where the light switches are located. Ensure the RCB trip is in the UP position and that all the circuit breakers are also UP.
- 2) **No Power – Kitchen.** Check the distribution board above the kitchen door that leads to the main hall. Ensure the RCB trip is in the UP position and that all the circuit breakers are also UP.
- 3) **Gas Heaters Not Working**
  - a) Check there is money in the meter
  - b) Check the power switch is on (in the Switch Room)
  - c) Check Gas Valves – There are two isolating valves, one is located on the outside wall close to the external kitchen door. The second valve is inside the hall behind the kitchen door leading to the main hall. The valves should be always be on, with the handle in-line with the gas pipe.
- 4) **Committee Room Convector Heaters Not Working**
  - a) Check there is money is in the meter.
  - b) Check that the master switch is on (in the Switch Room).
  - c) Check that each unit is switched on at the wall switch in the Committee Room.
  - d) Check that the units are individually switched on, the thermostat is set high enough to require heat and the timer is also set to run.
- 5) **Emergency Flood Lighting and Fire Control Panel Buzzing**

The emergency flood lighting for the Main Hall will come on if power is lost to the consumer unit (DB1) that supplies power to the Fire Control Panel in the foyer and to the lighting circuits in the main hall. Power loss can occur as follows :-

  - (a) **General power failure in the area** - If so, all lighting is lost throughout the Hall with emergency lighting on above all exit doors. Nothing can be done to rectify the situation until power is restored by the electricity company.
  - (b) **Consumer unit's RCCB has been tripped.** Lighting should still work in other rooms and in the Switch Room. If so, locate the consumer unit (DB1) which has a red sticker 'FIRE ALARM Do Not Switch Off'. Look at the RCCB which may have been tripped (down position), if so, turn it back on into the up position. If the RCCB immediately re-trips, then you need to investigate whether you have plugged a faulty electrical appliance into one of the circuits served by the consumer unit. Once the RCCB is back on, the emergency flood lighting in the hall and buzzing from the control panel in the foyer should then turn off. The fluorescent lighting in the main hall should be restored. Further instructions are available in the Switch Room and by the fire-alarm panel in the entrance lobby.
- 6) **Any other problems**

The Hall Committee can be reached by email at [Tunstall.CommunityHall@gmail.com](mailto:Tunstall.CommunityHall@gmail.com).