



TUNSTALL COMMUNITY HALL

Charity Registration :- 1105927

Useful Information

Thank you for booking the hall, hopefully you will have an enjoyable and successful event. The following may be of help :-

- 1) **Fire and Evacuation Procedures** – Please see the **Health and 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 also complete the accident form.
- 3) **Faults, Issues** – If you discover any issues, faults or problems, then please complete a fault report form and either leave it in the folder or pass the form on when you return your keys.
- 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.
- 5) **No Sticky Tape** – The hall has recently been decorated and we wish to maintain its condition for as long as possible. Please don't use sticky tape on the walls. If you do need to put up 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.**
- 6) **Rubbish** - If possible, can you take your rubbish away with you as this helps us to keep our rental costs low. Whatever you do, please do **NOT put any rubbish** in the wheelie bins outside the hall on the car park. These bins are for **glass only**. You are welcome to put any empty bottles into these bins.
- 7) **Keys** – You should have a single key which fits both the front door and the rear kitchen doors.. **Please return the key** as directed by the booking secretary.
- 8) **Light switches** for the main toilets and hall the light switches are located in the small room on the left hand side of the main hall as you look towards the stage.
- 9) **Cutlery and Crockery** – these items are in the large kitchen in various cupboards. Although every effort is made to keep these items clean, but for health and safety reasons it is advisable that you wash the items before use. Please wash and return the crockery when you have finished.
- 10) **No Power – Main Hall and meeting room.** Check the distribution boards. There are 3 in the small 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.
- 11) **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.
- 12) **Hot Water** - for washing up etc is via an immersion heater. **You will need to switch this on.** 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. Electricity usage is included in the hire.
- 13) **Gas Heating** for the main hall, heating is operated by a coin meter (£1.00). This is in the small room (switch room), the room is located on the left hand side of the hall as you look towards the stage. The meter and switch for power to the heater should be marked.

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**, eg the handle in-line with the gas pipe.

Both Heaters Not Working !!!!

- a) Check money is in meter
- b) Check the switch is on (room where the light switches are)
- c) Check that both gas valves (outdoors and indoors) are on, eg handle is in line with pipe.

Please Note :- The timer is set to **20 minutes per £1.00**. This is NOT to make a profit, but to cover part cost of the gas.

- 14) **Lights** - Please turn ALL lights are off (emergency lights will remain on) when leaving. The emergency lights should be **ON ALL** the time as a health and safety requirement.
- 15) **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 in the switch room and by the fire-alarm panel in the entrance lobby.
- 16) **Tables** – when finished, please re-stack the folding-leg tables on end in the left-hand corner of the meeting room to the side of the stage. Please use the chains to secure the tables.
- 17) **Fireworks** – No indoor pyrotechnics, fireworks or similar items to be used in the hall.
- 18) **Bouncy Castles** – The hall's insurance does **NOT** cover the use of bouncy castles or similar items. If you are hiring these items, please ensure you have adequate insurance cover.
- 19) **Doors** – When you have finished, please ensure the front door and kitchen doors are locked.
- 20) **Fire Exit Doors** – If you have used these, please ensure they are closed and fully secure. The doors are secured by turning a knob next to the panic bar. On the single fire exit doors, the knob should be turned fully clockwise to secure the door.
- 21) **Twin Fire Exit Door** – There is a double fire exit door in the main hall leading onto the playing field. If you have used this door, please ensure the doors are closed and secure.. Again there are knobs next to the panic bars to fully secure the doors.
 - **Left-hand door** – turn the knob fully clock wise to secure the door
 - **Right-hand door** – turn the knob fully anti-clockwise to secure the door
- 22) **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.

Late Night Users :-

- 1) Power to the stage and surrounding sockets will automatically switch off at 11.45pm (approx). Please arrange for you music to finish by that time (**extended to 00:15am New Year's Day**).
- 2) There are neighbouring properties, so please try and keep the noise to a minimum when leaving late at night.