

CALVERTON VILLAGE HALL

HIRER'S MANUAL

Calverton Parish Council - December 2016

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CONTENTS

1. Main Hall & Meeting Room
2. Tables & Chairs
3. Stage Access & Curtains
4. Lighting & Sound Equipment
5. Using the Kitchen Appliances
6. Kitchenware Inventory
7. Spills & Breakages
8. Fire Safety Procedures
9. Contact Numbers

1. MAIN HALL & MEETING ROOM

The Main Hall and Meeting Room may be let separately.

If you are hiring the Main Hall your key will allow access to the foyer & toilets, the stage area and the kitchen; but not to the Meeting Room.

If you are hiring the Meeting Room your key will allow access to the foyer & toilets and the kitchen; but not to the Main Hall or stage area.

If you are hiring the Main Hall and Meeting Room your key will allow access to all of the above areas.

If the Main Hall and Meeting Room are hired separately, the foyer & toilet area will be on a shared basis, however, the hirer of the Main Hall will have priority in access to the kitchen unless alternative arrangements are agreed in advance.

Earliest access is at 9.00am and the building must be vacated by 11.00pm. Time to set up and clean/tidy the hire area must be included within the hire period. The hirer is responsible for setting out any tables and chairs, etc, and putting them away at the end of the hire period.

The hirer is responsible for controlling access to the building during the period of hire. This extends to the car park if the period of hire continues after the Park closing time. Hirers may wish to close and lock the main park gates during the appropriate times to help control access. Caretakers can advise on these arrangements.

2. TABLES & CHAIRS

The facility has:

- 15 Larger Folding Tables (1830 x 760mm)
- 11 Smaller Folding Tables (1220 x 760mm)
- 150 Banqueting Chairs
- 24 Folding Chairs

The caretaker will show the hirer where the tables and chairs are stored. The hirer should identify the number/size of tables and chairs required and take them from the storage area. The storage area will not be accessible once the caretaker has left the hirer in charge.

The facility has table and chair trolleys to assist moving the furniture around. Please note that no more than 10 chairs should be stacked on the chair trolley.

Table tops are laminate and can be wiped down for easy cleaning.

Banqueting chairs are upholstered. Any spillages or marks should be removed as soon as possible.

Any damage to chairs and/or tables should be reported to the caretaker at the end of the hire period.

3. STAGE ACCESS & CURTAINS

ACCESS

The stage area can be accessed from the back via double doors and two stairs. This access is appropriate for performance equipment, etc, and needs to be arranged with the caretaker as the rear corridor does not form part of the hire area.

Temporary access from the Main Hall can be arranged via a set of portable steps. Care should be taken when using these steps as they do not include a handrail. It is advised that they are not left in place during the hire period. The caretaker will arrange use of the steps if required.

STAGE CURTAINS

The stage curtains are designed for most uses including a full theatrical production.

The stage includes velvet front of house curtains and mid-stage and rear-stage black backcloth curtains – all operated by pull-chords located on the right hand side when viewing the stage from the hall.

The stage area also includes two sets of adjustable wing pieces for entrances.

The caretaker will demonstrate the operation of the curtains if required.

Hirers are advised to keep the front of house curtains closed if the stage area is not in use.

4. LIGHTING & SOUND EQUIPMENT

LIGHTING

The lighting provided is designed to cater for most on-stage performances and dancing in the Main Hall.

The Main Hall & Stage is served by four lighting bars. Two bars above the stage provide on-stage lighting. A bar in the hall provides lighting, including spotlights onto the stage. The fourth bar in the hall provides disco lighting.

Lighting is controlled from a portable lighting desk which can be plugged in at the rear of the hall. There are pre-set stage lighting "scenes" for quick access or, if preferred, each light can be individually controlled for colour and intensity. This may require skilled operation. The caretakers can advise on basic operations.

SOUND

The sound system is designed for a range of potential use from public address, to dance classes to full theatrical productions. The system can relay on-stage sound to the sports changing rooms when they are being used as dressing rooms.

Hirers can simply connect in their own MP3 player or smart phone to play music. A radio microphone is available for use. Hirers with more complex requirements can plug in their own sound desk if required.

The caretakers can arrange appropriate use and advise on basic operations.

5. USING KITCHEN APPLICANCES

See the following pages for details of the operation of the:

- Hob
- Oven
- Extractor Hood
- Dishwasher

6. KITCHENWARE INVENTORY

The kitchen is equipped with 144 of:

- Cups & Saucers
- Mugs
- Tea Spoons
- Plates 10"
- Plates 8"
- Bowls
- Glass Tumblers
- Cutlery Sets (knife, fork, soup spoon, dessert knife, dessert fork, dessert spoon)

In addition, the kitchen is equipped with:

- | | |
|--|----------------------------|
| • 12 x Water Jugs | • 12 x Milk Jugs |
| • 6 x Stainless Steel Tea Pots (2 ltr) | • 12 x Sugar Bowls |
| • 4 x Oval Eared Dishes | • 24 x Salt Shakers |
| • 3 x Vacuum Milk Jugs (1 ltr) | • 24 x Pepper Pots |
| • 6 x Stainless Steel Mixing Bowls | • 24 x Serving Spoons |
| • 3 x Pump Action Airpots (3 ltr) | • 6 x 8" Bread Knives |
| • 1 x Serving Trolley | • 6 x 4" Vegetables Knives |
| • 12 x Plastic Trays | • 6 x Ladles |
| • 12 x 16cm Kitchen Knives (brown & green handles) | • 6 x Kitchen Scissors |

HOB

Using your hob

Zones:

1. Front left 1.7 kW 180 mm
2. Back left 1.2 kW 145 mm
3. Back right 1.7 kW 180 mm
4. Front right 1.2 kW 145 mm

Control panel:

5. Back right zone control
6. Back left zone control
7. Front left zone control
8. Front right zone control
9. Residual heat indicator lights
10. Power indicator light

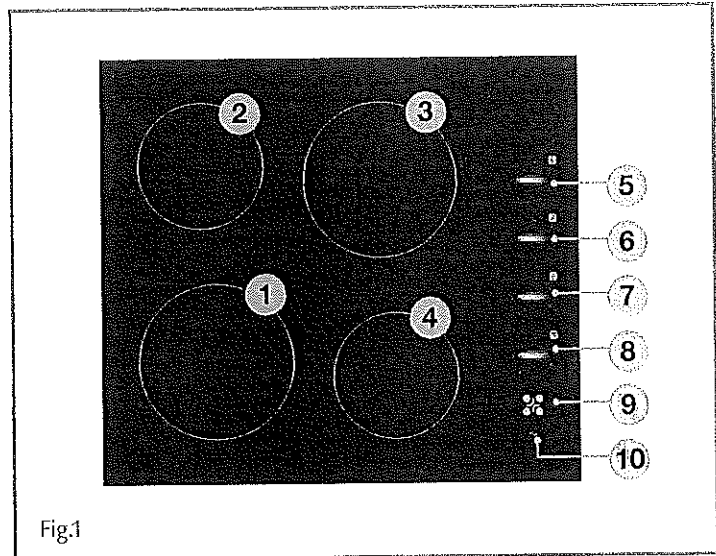


Fig.1

Residual heat indicator:

To warn when the zone is still hot after the power is switched off, the residual heat indicator will be lit for that zone. Once the zone has cooled down to a safe temperature, the residual heat indicator will switch off.

Regulating the temperature:

The power level for each zone can be regulated by turning the relevant control knob to select the desired heat level. The table below offers guidance as to what each switch position is for.

Heat setting	Description
1	Very gentle
2	Gentle
3	Slow
4	Medium
5	High
6	Very high

The 'OFF' position is indicated by the symbol '0'.

The indicator will light when the hotplate is in use.

When you have finished cooking, check to ensure that the zones are switched off and the indicator is not lit.

OVEN

Please note:

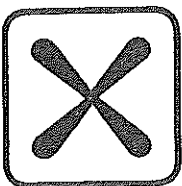
- This oven has been fitted with a cooling fan to achieve maximum efficiency and to maintain low surface temperatures. The cooling fan will switch on automatically when the oven switches on. It is normal for the cooling fan to run for an hour or more after use, depending on the duration, temperature and type of cooking programme used.
- The oven light remains on for every cooking function.
- Do not switch off the oven if you have set a programme for semi-automatic or automatic cooking as this will cancel the programme (MS002 only).

Oven Controls and Use

Cooking function knob

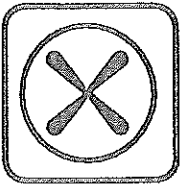
To set the function, turn the cooking function knob to the required function.

Each of the oven functions uses different elements within the oven to offer you the best choice of cooking every time. These are explained below:



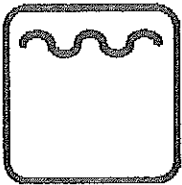
Defrost

Using the fan only this oven function circulates the air around the oven cavity, speeding up the natural defrost process (1kg takes approximately one hour, depending on the type of food).



Fan Oven

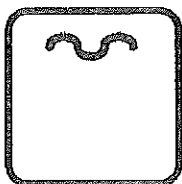
Using the circular element and the fan with a temperature between 50°C and 250°C, this cooking function blows the air into and around the oven cavity. Temperatures are achieved quicker, reducing or even removing the need for preheating. Both cooking temperatures and cooking times can be reduced for a more energy efficient cooking programme.



Full Grill

This function radiates the heat from the grill element and the top element.

This fully temperature variable grill is ideal for grilling a full family meal. It can be set between 50°C and 250°C maximum.



Half Grill

This function radiates the heat from the grill element.

This fully temperature variable grill can be set between 50°C and 250°C maximum.

For each grill function please note:

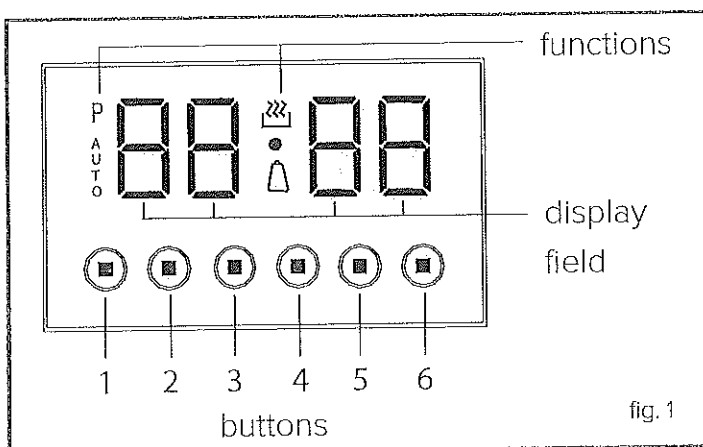
- Always grill with the oven door closed.
- Put the grill pan as close to the grill as possible.
- Do not grill for more than 30 minutes at a time.
- Preheat the grill for up to five minutes with the oven door closed.

Temperature knob

- To set the temperature, turn the temperature knob clockwise to the required temperature.
- Once the oven has reached the required temperature, the temperature indicator lamp on the control panel will switch off.
- The temperature indicator lamp will light up when the oven elements are in operation.

Programming the Oven

IMPORTANT: THE CLOCK MUST BE SET TO ENABLE THE OVEN TO WORK.



To confirm a selection when programming the clock/timer, once the display shows the preferred selection, simply do not touch any further keys for approximately five seconds. The oven will automatically confirm the selection.

The alert beep will cut off after seven minutes if it is not switched off manually.

Setting the clock

The clock is preset to 00:00, and will revert to this after a power failure.

- With the oven switched off, press buttons 2 and 3 at the same time.
- Select the correct time by pressing the increase and decrease buttons.

When the correct time is shown on the display, the clock will set after approximately five seconds delay.

Setting the volume of the beep

- When the current time is shown on the clock display, press and hold button 5. The beep will sound three times.
- Continue to press button 5 until the volume is at the correct level. Each press of the button will cycle through the options.

The minute minder

The minute minder can be used when the oven is switched on or off. It can be set for up to 23 hours and 59 minutes.

To set the minute minder:

- Press button 1.
- Then press buttons 5 and 6 to select the required duration for the minute minder. When the correct duration shows on the display, the minute minder will set after approximately five seconds delay.
- A bell symbol will show in the clock display to indicate the minute minder is on.

- When the countdown is complete, there will be a beep which will continue for seven minutes. To switch off the beep, press any button.
- To cancel the timer, press button 1 and then buttons 5 and 6 simultaneously.

Please note :

At the end of the countdown, the minute minder will not switch off the oven. Remember to turn off the oven manually.

Programming the Oven

The oven can be set for semi-automatic cooking, where the oven is programmed to switch off at a specific time, and for automatic cooking, where the oven is set to switch on and off at specific times.

To use the oven, first press button 4

To set a semi-automatic programme

1. Select the required function and temperature (the oven will switch on).
2. Press button 2 and then press button 5 or 6 to select the required duration of cooking (maximum of 10 hours). The auto symbol will show on the clock display to indicate a programme has been set.

To set a fully automatic cooking programme, follow step 1 and 2 above, and then:

3. Press button 3. The clock will show the predicted end time (i.e. the programmed cooking time added on to the current time).
4. Press button 5 or 6 to select the required end time for cooking. The programme symbol will no longer show on the clock display, but auto will still show. When the cooking programme begins, the programme symbol will show in the clock display.

To check on the time remaining on the programme, press button 2.

To check on the specified end time, press button 3.

When the cooking time is completed, the programme symbol will no longer be shown, auto will flash and the timer will beep. To switch off the beep, press any button. Then switch off the oven by turning the control knobs to the off position and pressing button 4 to set the programmer to manual.

To cancel a programme

Press buttons 2 and 3 simultaneously, or button 4.

Please note :

At the end of a programme, the timer will not switch off the oven. Remember to turn off the oven manually.

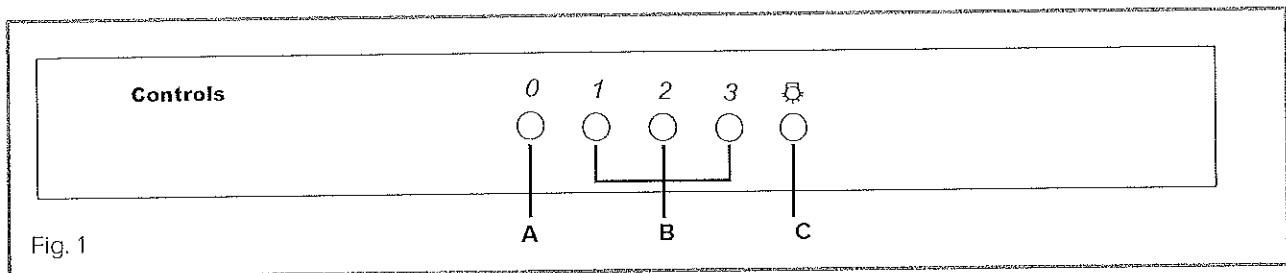
EXTRACTOR HOOD

Using your Extractor

For best performance, you should switch on the extractor 15 minutes before starting to cook and leave it to run for approximately 15 minutes after the end of cooking.

Control Panel

- A – Power off button
- B – Speed level buttons
- C – Light button



To switch the extractor light on or off

- Press button C.

To switch on the extractor or change the motor speed at any time when the extractor is running

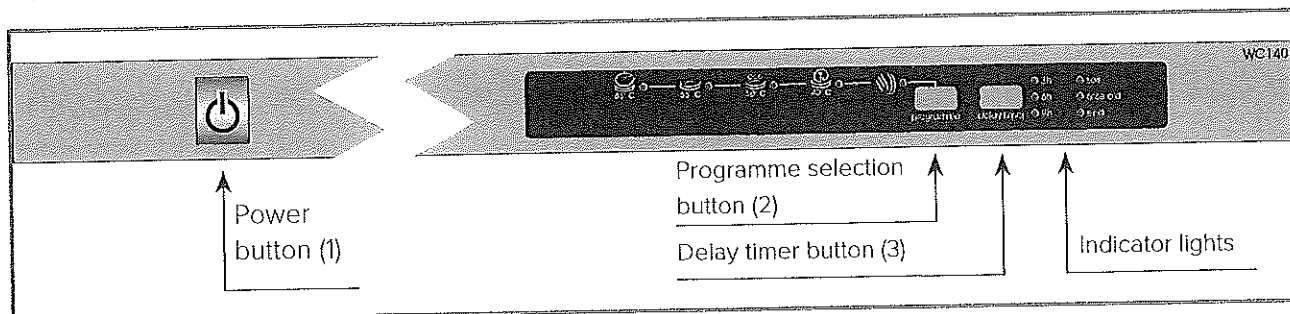
- Press the relevant speed button (B) for the first, second or third speed as required.

To switch the extractor off

- Press button A.

DISHWASHER

Control Panel



Power Button

To switch the power to the dishwasher on or off, press the “Power” button (1). When you switch on the dishwasher, the “End of Programme” light will illuminate.

Programme Selection Button

The dishwasher defaults to the “Eco” programme.

To select an alternative programme, press the “Programme Selection” button (2) several times, until the light next to the required programme is illuminated.

Delay Timer Button and Delay Timer Indicator Lights

The dishwasher is equipped with a variable delay timer of three, six or nine hours duration. To set the delay timer, press the “Delay Timer” button (3). This will switch on the delay timer for three hours, and the 3h light will illuminate. To change the duration, press the “Delay Timer” button again until the light next to the required time (6h or 9h) is illuminated.

To cancel the timer, press the “Delay Timer” button again until none of the “Delay Timer” indicator lights are illuminated.

As the delay timer counts down, the “Delay Timer Indicator” lights will illuminate in turn, so at six hours delay the “6h” light will illuminate, and at three hours delay the “3h” light will illuminate.

Salt Warning Light

When the dishwasher salt begins to run out, the “Salt Warning” light will illuminate to advise that the salt needs refilling.

Rinse Aid Warning Light

When the rinse aid begins to run out, the “Rinse Aid Warning” light will illuminate to advise that the rinse aid needs refilling.

End of Programme Light

When the programme is complete, the dishwasher will emit five beeps and the “End of Programme” light will illuminate.

Starting a Programme

- Press the Power button.
- Press the “Programme Selection” button until the required “Programme” light is illuminated.
- If required, press the “Delay Timer” button.
- Once the power is switched on, the “End of Programme Indicator” light will switch on.
- Once a programme is selected, the “End of Programme Indicator” light will switch off, and the “Programme Indicator” light will switch on.
- When you close the dishwasher door the programme will start automatically.

Please note: The dishwasher stores the most recently used programme in its memory. To change the programme, simply press the “Programme Selection” button.

At the End of a Programme

If possible, do not open the dishwasher door once the programme has started.

At the end of the programme, the dishwasher will beep five times, and the “End of Programme Indicator” light will switch on.

Changing a Programme

It is possible to change the programme if necessary once the programme has started.

- First open the door slightly to reduce the risk of water spillage.
- Press the “Programme Selection” button until the required “Programme Indicator” light is illuminated.
- Then close the door. The dishwasher will begin the new programme from the point at which the old programme stopped.

Cancelling a Programme

It is possible to cancel the programme once the programme has started.

- First open the door slightly to reduce the risk of water spillage.
- Press and hold the “Programme Selection” button for approximately three seconds, until the end of “Programme Indicator” light flashes and the “Programme Indicator” light switches off.
- Then close the door. The dishwasher will drain for approximately thirty seconds. Once this is complete, the dishwasher will beep five times and the “End of Programme Indicator” light will switch on.

Switching the Dishwasher Off

- Once the dishwasher beeps five times, and the “End of Programme Indicator” light switches on, the dishwasher can be switched off by pressing the “Power” button.
- Then turn off the water tap and remove the plug from the power socket.

Please note: The dishwasher will automatically continue on the programme it has started if the door is opened and closed or after a power cut.

7. SPILLS & BREAKAGES

The hirer (or his/her nominated adult) should take charge of dealing with any Spills or Breakages – which should be cleared as quickly and as safely as possible.

The caretaker will show the hirer where to find the *Spills & Breakages Kit*.

The Kit will contain appropriate equipment and detergents to clean up spills and breakages.

Hirers should exercise caution when clearing broken glass and/or crockery to avoid injury.

Liquid spills on the Main Hall floor must be cleared promptly to avoid staining the wood.

- Firstly, soak up as much of the spill as possible using paper towelling;
- Then clean the area gently with a small amount of detergent in warm (not hot) water.
- Finally, fully dry the area with paper towelling.
- If concerned, please call the caretaker for advice and/or assistance.

Breakages – Taking care to avoid any injury, use the dustpan and brush to sweep up breakages into the bucket provided and leave safely for the caretaker to dispose of. Carefully sweep up any fine pieces before cleaning the area with a damp cloth and drying with paper towelling.

At the end of the hire period, notify the caretaker of any spills or breakages.

Hirers may be liable for the cost of additional cleaning, repairs and/or replacements at the discretion of the Parish Council.

8. FIRE SAFETY PROCEDURES

Please note the Emergency Fire Action and Evacuation Procedures overleaf.

EMERGENCY FIRE PROCEDURE

If You Discover a Fire

- Raise the alarm by activating the nearest push-glass fire alarm call-point (small red box, close to major exits).
- **ONLY IF SAFE TO DO SO AND YOU HAVE APPROPRIATE TRAINING**, use an appropriate fire extinguisher to tackle the fire, but only if your exit is clear.
- Leave the building by the nearest exit ensuring all guests are evacuating the building promptly and safely.
- Call the Fire & Rescue Service on 999 and state location as CALVERTON VILLAGE HALL, WILLIAM LEE MEMORIAL PARK, PARK ROAD, CALVERTON, NOTTINGHAM, NG14 6SA.
- **HIRER** – Call the Duty Caretaker (contact number on Hire Agreement) to alert them to the emergency and report the location of the fire.

EVACUATION PROCEDURE

If You Hear the Fire Alarm

Hirer and Guests

- **Leave the building promptly by the nearest exit.**
- Assist and escort any guests requiring assistance if safe to do so.
PLEASE NOTE THAT THE TWO FIRE EXITS FROM THE MAIN HALL TO THE FRONT OF THE BUILDING INVOLVE A SMALL STEP DOWN.
- Report to the Assembly Point on the far side of the car park.
- **HIRER** – assume control of the Assembly Point and try to account for all persons. Try to establish the location of anyone unaccounted for and report this to the Emergency Services and Caretaker on their arrival.
- Await arrival of Emergency Services and Caretaker
- DO NOT ATTEMPT TO RE-ENTER THE BUILDING

9. CONTACT NUMBERS

CARETAKERS

Your allocated caretaker's contact number can be found on your Hire Agreement.

Tracey Occleshaw - 07903 918 415

Nathan Margeson - 07903 918 446

PARISH COUNCIL

If you need assistance/advice and cannot contact either caretaker, please call:

Gareth Bott (Clerk to the Council) - 07957 625 815

John Bailey (Council Chairman) - 0115 911 7556

Nick Quilty (Council Vice-Chairman) - 0115 965 2556

EMERGENCY (Police, Fire, Ambulance)

In case of **emergency** call **999**

To access **Police non-emergency** support call **101**