

SAFETY PRECAUTION NOTES

By statute it is necessary for the Management Committee to notify all hirers of the safety precautions to be observed. The hirers are individually and severally responsible for ensuring that these precautions are observed.

1. A bar is sited adjacent to the kitchen in the small hall, no alternative facilities are to be erected.
2. No walkways, passageways, doorways or exits are to be obstructed. At all times all means of egress must be kept completely clear. All self closing fire doors must be kept shut at all times, except when personnel are passing back and forth.
3. The Booking Office door must be kept shut at all times.
4. EXIT signs in all areas must be illuminated at all times when the halls are in use - not only for dances, concerts, etc. (The switch control is labelled EXIT LIGHTS and is located at top right of switch panel in booking office). Upon leaving the building, exit should be made through the large hall doors, when the time delay switch on the right-hand side exiting from the lobby should be pressed in order to delay the extinguishing of the external lights of the premises.
5. It is the responsibility of the hirer to ensure that all doors (internal and external) and windows are CLOSED and ALL lights are switched OFF (including those in the ladies' and gentlemen's toilets, stairs at the back of the stage and all walkways and passageways on main floor level and below stage) before leaving the premises.
6. The maximum number of persons to be allowed on the premises at any time during the following types of function are as follows:

	Small Hall	Large Hall
Closely seated audience	60	180
Dancing		120
Seated at tables		120

7. Chairs must be linked at all functions where they are set out in rows. A maximum of 10 chairs may be linked together without an aisle being provided to ensure adequacy of escape lanes to emergency exits.
8. All hirers must make themselves familiar with the courses of action necessary in the event of fire or any other emergency. This includes, knowing the location of all fire fighting equipment, emergency exits, first aid equipment and lighting (interior and exterior). All other officials/supervisors of the hirer's party must also be briefed by the hirer.
9. If there are large quantities of rubbish to dispose of after any event (e.g. Jumble Sales, etc.), it is the responsibility of the hirer to arrange for its disposal off site (NOT in the public waste bins in the vicinity of the Village Halls).
10. All hirers must return all furniture/equipment to the correct storage areas (stacks of chairs must not be dragged across the surface of the gloss floors, they must be moved with the trolley provided), must leave the bar and kitchen areas clean with all units wiped down, all floors wiped over (where necessary) and swept and all else in a tidy condition. Please note that a sink is now provided in the utility room, off the large hall, and this is to be used for floor and furniture cleaning, not the kitchen or bar sinks which are to be used for food preparation, washing up and personal hygiene only.
11. ***Sellotape, pins, staples and other sharp fixings must not be used on the walls, furniture or fittings. All temporary decorations and fixings must be removed after an event.***
12. ***NO SMOKING whatsoever is allowed on the premises at any time.***

INSTRUCTIONS FOR OPERATION OF HEARING

ENHANCEMENT FACILITIES

Please note that this is a Sound Enhancement System which is intended to enhance individual voices, and will not cope with full stage performances.

If the hirer or his/her chosen operator has not previously received personal instruction from a qualified member of The Village Halls Management Committee on how to operate this equipment, then prior to its use they must arrange through the Booking Clerk or his/her nominee for such instruction to be given. (Only trained and authorised personnel are to be allowed by the hirer to operate this equipment).

In order to operate the equipment, the following notes must be observed:

Please note that this equipment is intended, essentially, to enhance speech for the hard of hearing, either through an induction loop that surrounds the the main hall to help with those using deaf aids or amplified loud speakers to help those who are hard of hearing. It is not a full musical amplification system and will not pick up voices or instrument sounds at any distance from the microphones supplied (the sound source needs to be about 3" (75 mm) away from the top of the microphone).

In order to operate the equipment it is first necessary to plug the attached lead from the amplifier unit into an adjacent 13 amp. power point and switch the power point on. The main control/amplifier unit is situated on the stage floor below the stage light controls.

Access to the main controls is by opening the front of the amplifier cabinet, using the key supplied with the main door key, only issued to bona fide hirers of the equipment. Once the main control switch within the cabinet has been activated, it is advisable to re-lock the cabinet, withdraw the key and put it in a safe place, so that unauthorised personnel cannot tamper with the equipment during use - this is also desirable for safety reasons.

The only control that you require to use is the main control button. All other controls have been set by the installers and do not require any resetting whatsoever. If other controls are tampered with and then need resetting, it will be necessary to call out the installers and the hirer will be responsible for any call-out and resetting costs involved.

The main control button within the cabinet is situated at the extreme right of the bottom row of controls. To switch on, this must be depressed, after which the panel indicator will illuminate indicating that the amplifier is live. This button must be depressed again to cut off the supply to the cabinet.

There are two microphone facilities available, both or either may be used. The leads for these must be plugged into the sockets either side of the front of the stage, the other ends being plugged into the back of the microphones. The microphones should be checked for functioning by pushing the operating switch on the barrel of the microphone forward and speaking across the mesh guarded end at normal speaking volume. Your voice will be heard through the speakers mounted on the roof trusses at the front of the hall, additionally, you will see a varying light displayed on the indicator mounted above the main control button in the amplifier unit at the left-hand side of the stage, reflecting the varying volume of your voice as you speak. For safekeeping and convenience the microphones should be clipped to the telescopic stands provided.

To disconnect the microphone leads from their sockets, it will be necessary first to depress the small spring loaded catches on the side of the lead sockets before disconnection.

The amplification unit is wired to accept tape decks and other forms of sound playing facilities and has a lead fitted with two jack plugs leading from the rear of the cabinet for this purpose, the correct orientation of these may be determined by trial and error. Please note that the use of such equipment may require you to pay royalties for the public performance of recorded matter to the Performing Rights Society.

To activate the playing of recorded sound through the system, turn the fourth control knob from the left and then control volume by adjusting the rightmost twisting knob in the same bank of controls. Please note that if this switch is inadvertently left on with the tape deck etc. disconnected, this will cause interference in the hearing system, so please deactivate this system when it is not in use.