

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 times. A maximum of 10 chairs may be linked together provided to ensure adequate stability.
8. All hirers must make themself aware of the location of all fire fighting equipment and lighting (in the event of a fire) of the hirer's party must also be aware of the location of all fire fighting equipment and lighting.
9. If there are large quantities of furniture (e.g. Jumble Sales, etc.), it is the responsibility of the hirer to arrange for disposal off site (NOT in the Halls).
10. All hirers must return all furniture to the premises (stacks of chairs must not be taken away) they must be moved with care and kitchen areas clean with all rubbish removed (if necessary) and swept and a floor cloth is now provided in the utility room for floor and furniture cleaning. The utility room is used for food preparation, etc.
11. ***Sellotape, pins, staples and other items on walls, furniture or fittings must be removed after an event.***
12. ***NO SMOKING whatsoever.***

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 bottom row of controls. To switch indicator will illuminate indicating depressed again to cut off the supply.

There are two microphone facilities for these must be plugged into the other ends being plugged into the be checked for functioning by pushing microphone forward and speaking volume. Your voice will be heard the front of the hall, additionally, indicator mounted above the main side of the stage, reflecting the safekeeping and convenience the stands provided.

To disconnect the microphone lead depress the small spring loaded cap disconnection.

The amplification unit is wired to facilities and has a lead fitted with cabinet for this purpose, the correct and error. Please note that the royalties for the public performance Society.

To activate the playing of recorded knob from the left and then controls in the same bank of controls. Please with the tapedeck etc. disconnected system, so please deactivate this system.