

# WARDINGTON MEMORIAL HALL

(REGISTERED CHARITY NO: 205878)

## HIRING THE HALL – GUIDANCE NOTES FOR USERS

### KEYS

- Key ring includes:
  - Security Alarm fob
  - Front door keys: Upper lock: 7 - Lower lock: 6
  - Meeting Room key: Door lock: 1

### OPENING & SECURITY ALARM

- Unlock front left-hand door using front door keys (as above)
- If security alarm is set – an intermittent buzz will sound
- Hold alarm fob to top section of key pad on right hand side of lobby
- Assuming alarm buzz ceases, enter into hall – if not see SECURITY ALARM below

### CLOSING & SECURITY ALARM

- If security alarm was set when entering, the alarm must be re-set when leaving
- With front doors closed, hold alarm fob to top section of key pad
- A solid buzz will sound
- Exit through front door – the buzz will go to intermittent whilst door is open
- Once closed, solid buzz will resume for five seconds
- When it ceases, alarm is set
- Lock both locks on left-hand door

### EMERGENCY EXITS & FIRE EXTINGUISHERS

- In addition to the front door there are two further exits:
  - Side door in main hall adjacent to bar servery with normal 'panic' opening device
  - French windows at far end of main hall – **PRIOR TO THE COMMENCEMENT OF ANY EVENT, THE CIRCULAR LOCKS BELOW THE HANDLES ON EACH DOOR MUST BE TURNED FULLY ANTI-CLOCKWISE (LEFT DOOR) AND FULLY CLOCKWISE (RIGHT DOOR) SO AS TO UNLOCK THEM**
  - If French window(s) is opened – when closing the handle this must be pulled upwards to facilitate locking (instructions as above)
- Seating, tables or chairs must not be situated within three metres of the French windows
- Fire Extinguishers are situated in the front lobby, kitchen and main hall and there is also a fire blanket in the kitchen
- **Please note:** The Fire Alarm is not connected to the Fire Station and, if necessary, a 999 call should be made in the normal manner

### LIGHTING & EXTRACTOR FANS

- All lighting is individually controlled via switch(s) located in each section/room of the premises other than.....
- Lights and fans in Ladies & Gents toilets and Cleaner's cupboard are controlled via 'person' sensors with approximately a five minute switch-off delay
- Extractor fan in kitchen is separately operated from switch located on extractor hood

### HEATING

- The building is very well insulated therefore reducing the heating requirement
- All heating is included in the hire charge but should be used only to the extent that is necessary
- Heating should only be switched on (as below) for a **maximum** period of one hour before the event commences

- The main hall has eight overhead heaters all of which are individually switched on/off via a panel situated in the cleaning cupboard adjacent to the Ladies toilet
- In all the service areas there are independent wall heaters with individual thermostats set to correct temperatures for their respective areas – these settings **must not** be altered
- For normal events in the winter months, the following individual wall heaters may be used by being switched on/off at wall switches immediately adjacent to each heater:
  - Front corridor – 2 x heaters
  - Gents – 1 x heater
  - Ladies – 1 x heater
  - Disabled – 1 x heater if disabled person present
  - Meeting Room – 1 or 2 heaters if room is being used as part of the event/hiring
  - Kitchen and Bar – only if really necessary

## **HOT WATER**

- There are three individual hot water heaters (as below) which may be used as required:
  - Cleaning Cupboard which also supplies the toilets
  - Kitchen
  - Bar
- The thermostats are set at temperatures for normal use – these settings **must not** be altered
- If hot water is required switch on individual water heaters via wall switches located beside each heater 30 minutes before commencement of event

## **KITCHEN & BAR**

- Ovens, hob, fridges and extractor fan and dishwasher may be used as required but **MUST** be left clean as originally found
- Standard crockery and cutlery (but not glasses) are available and may be used for an event but must be washed up and stored as originally found
- All other cooking utensils, etc, that may be required must be self-supplied
- Remove all normal rubbish and place in **green** wheelie bin which is located via side door

## **CLOSING UP CHECK LIST**

- **LEAVE MEMORIAL HALL IN STATE OF CLEANLINESS AS FOUND**
- **LEAVE CROCKERY AND CUTLERY STORED AS FOUND**
- **LEAVE FURNITURE STORED AS FOUND**
- **TURN OFF ALL HEATERS AT WALL SWITCHES AND, FOR HALL, VIA SWITCHBOARD LOCATED IN CLEANING CUPBOARD**
- **TURN OFF ALL WATER HEATERS**
- **RESET LOCKS ON FRENCH WINDOWS**
- **CHECK SIDE DOOR LOCKING DEVICE IS IN PLACE**
- **CLOSE ALL INTERIOR DOORS FIRMLY (INCLUDING FIRE DOORS)**
- **TURN OFF ALL LIGHTS INC EXTERIOR LIGHTS (EMERGENCY LIGHTS WILL REMAIN ON)**
- **SET SECURITY ALARM (IF SET WHEN OPENING UP)**
- **LOCK BOTH FRONT DOOR LOCKS**