



Turville Memorial Hall

User Guide

Introduction

Welcome to the Turville Memorial Hall, Husbands Bosworth and thank you for booking the hall for your function/activity. We want you to have a good experience in the hall so have outlined some helpful information below. If you feel there is any additional information that should be included it would be great to hear from you so we can help future users.

Documentation

You should have RECEIVED the following:

- A copy of the hire agreement you signed on booking the hall
- A copy of the fire plan

Hall Contacts

Should you need anything, the contacts for the Hall are as below:

Helen Wood: 01858 880150

Samantha Bell: 07764 364200

Sue Fisher: 07570 606309

Heating

The heating is on a timer and cannot be adjusted. If you need to add extra heat, then use the radiant heaters. They can be switched on individually, please do not keep these on for long as they use a lot of electricity. If you are a regular user of the hall, please let the committee know if the area you are using is regularly cold (or hot!) and we can adjust the heating.

Lighting

The lighting switches for the corridor & toilets (including disabled toilet) can be found next to the door in the entry hall (refer to hall plan). The lights for the committee room are on the right hand side as you enter the room. The lights for the main hall are to the left of the stage. There are dimmable lights which can be switched on and controlled by the switch above the main set of light switches in the main hall to the left of the stage.

Electrical Sockets

Electrical sockets can be found in the committee room, store room and in the main hall. Please refer to the attached plan for the location of sockets. An additional socket is positioned to the rear of the Stage Area.

All electrical equipment brought onto the premises is required to have been subjected to a formal Portable Appliance Test.

Water

The stop cock for the water is located in THREE places.

- 1) Under the sink in the kitchen,
- 2) In the box in the men's toilet cubicle
- 3) In the box in the ladie's toilet cubicle

Kitchen

The contents of the kitchen cupboards are clearly labelled so you can find any crockery or utensils you need.

If you need to use the dishwasher, please read the instructions provided beside the dishwasher. Please note that it needs thirty minutes to heat up so please ensure you allow enough time prior to your needing it.

Fridge – Please clear the fridge and leave on.

Water Heater

This is operated by turning on at the switch on the wall next to the Dishwasher.

Water Boiler

Switch on at the plug and then on the black display screen by pressing the on switch in the top left hand corner of the display. The water will boil in a few minutes and should NOT be left on constantly, please turn off in between use.



Tea Towels.

Please take all used tea towels home with you and wash, dry and return as soon as possible.

Access to the Stage

The stage can be accessed via the stairs in the storage room. Go through the committee room and then turn right into the store room. There are two doors to the stage from this room.

Reporting Damage or Problems

If you have damaged any equipment or you have found a fault with any item within the hall, please email the details to husbandsbosworthvh@gmail.com.

On Leaving the Hall

Please check the following:

- ✓ The overhead radiant heaters are switched off
- ✓ All internal doors are CLOSED and not propped open
- ✓ The water heater is switch off on the wall in the kitchen
- ✓ All lights are switched off
- ✓ The water boiler is switched off at the plug in the kitchen
- ✓ The kitchen bin is emptied into the refuse bins outside by the ramp – please recycle!

Please leave the hall as you found it. Brushes and other cleaning equipment can be found in the store cupboard next to the disabled toilet. There is a cleaners store key both with the main door key and also hung up by the cleaners store door.

Please ensure all doors to the hall are locked and returned to the key safe.

Fire Safety

There are a number of Fire Extinguishers located throughout the premises. Please ensure that these remain in their designated space and must not be used to “prop” doors open as it is illegal to use them this way.

Please familiarise yourself with the location of the Fire Exit Doors – these are positioned in the Rear Hallway and within the Main Hall.

You should appoint someone to act as the designated Fire Warden. They must be responsible for safe evacuation of the premises and contacting the Fire & Rescue Services.

First Aid

There is a first aid kit located in the kitchen. Please write in the Accident Book (in the first aid kit) the details of any accident and let one of the committee members know.

Disabled Toilet and Baby Change

The disabled toilet has an emergency pull cord. If this is activated the red light will come on above the toilet door (on the outside). Once you have checked the person is ok who is using the toilet, to stop the alarm press the reset button which is located in the kitchen by the door or in the disabled toilet.

Recycling

Please use the correct bin when disposing of your waste.



Blue lidded bin

The blue lidded wheeled bin is for dry recycling including plastics including:

- Paper
- Plastic containers such as yoghurt pots and drinks bottles (not black plastic such as ready meal trays, meat packaging and any other black coloured plastic containers)
- Cardboard
- Tins/Cans
- Aerosols
- Foil and foil containers
- Glass
- Cartons of juice, milk, soup etc



Paper bin insert

An insert fits inside your blue lidded bin and is for paper only.



Black bin

The black bin is only for rubbish that cannot be recycled.



Green bin

The green bin is for loose green garden waste.