



## **FAIRWARP VILLAGE HALL**

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Registered charity number 305218

Fairwarp Village Hall - Manual

### **Aims of This User Guide**

This user guide is aimed at any individuals/organisations using or wishing to use the Hall.

It is designed to ensure that those using the Hall get the most from it by detailing the terms and conditions of use, especially those relating to sale of alcohol, child protection, fire protection and health and safety, explaining various operational matters, providing a range of background information which some users may need.

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## General Background

This Guide explains about the Hall and how to use it. The Guide gives more detail on how to observe the terms and conditions of Hire which you have agreed to, as well as providing other useful tips and guidance to make your use of the Hall a good experience.

### Key points are:

- Please be Responsible in your Use of the Hall. This is a facility that was created with a great deal of Community effort; please respect the accommodation, facilities and equipment; and also respect other users – it is for everyone now and for future generations.
- Please leave the Hall in a clean, tidy and safe condition – this applies everywhere, but especially the main hall, kitchen and toilets. The basic approach is to leave the room and the facilities as you found them.
- For safety and cost reasons, please switch off all electrical appliances and water taps before leaving the building. No supplementary heating appliances of any kind are allowed.
- As a user it is important that YOU recognise that you have a responsibility for the health and safety of yourself and others using the Hall. Those booking the Hall must ensure that there is a responsible person present at all events; and that any children (under 18) are properly supervised by an adult.
- Please take special note of the fire safety instructions. Do not under any circumstances switch off or cover up the emergency lights.

## History

The Fairwarp Village Hall has been built on freehold land that was bequeathed to the village in 1925. It was originally called the Fairwarp Institute and Reading Room. It rapidly became a centre for the Women's Institute on one hand and the men's Billiard Club on the other. The land was given by the owner of a large garden, and he managed, with some difficulty, to obtain the freehold from the then Lord of the Manor. Access to the Hall is over Forest Land on which is situated its car park for 30 cars.

Following the 2nd World War it became known as the Fairwarp Village Hall. The Hall has capacity for 100 people, has good kitchen facilities with china, glassware and cutlery and a stage. Not only is the Hall of considerable historical significance to the Village it also provides meeting facilities at affordable prices to local people and organisations.

## Management of the Village Hall and Village Green










The Hall is managed as a Registered Charity by a Committee who are its Trustees. The Trustees and Village Hall Committee are also responsible for the Village Green and for the Children's Play Area on the Green.

To meet the costs of maintenance, cleaning, heating, lighting, water and Local Authority Rates, insurance and equipment for the Hall and the Green the Committee raises income from hiring the Hall, the Village Fete and the Sovereign Club. Details of each of these are on the Fairwarp.org website.

## Aims of the Village Hall Trustees

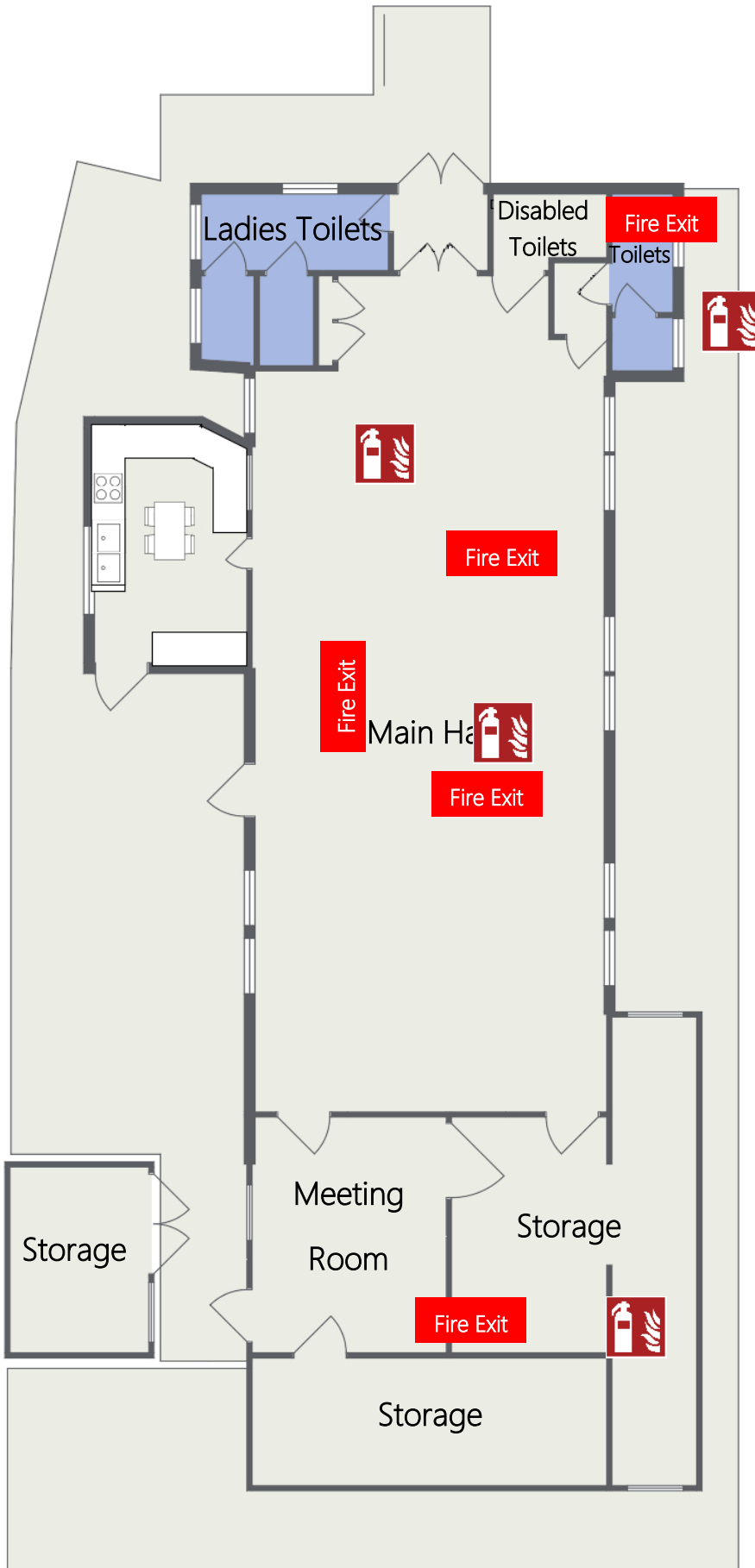
The Committee are responsible, as Trustees of the Charity, for ensuring that Hall and the Green are maintained and managed for the benefit and enjoyment for all who live in the Village and Fairwarp Ward. As with most villages the Hall and its Village Green, together with the Church, the Pub and the Sports Field, provide the heart of our local community making Fairwarp such a great place to live and for its community activities to flourish.

## Key Contacts

Type Of Contact	Contact Name	Contact Details
Emergency & Chairman	Mr A. Telford	 - 01825 713241  - 07970 170756  - <a href="mailto:atel4d@gmail.com">atel4d@gmail.com</a>
Emergency & Hall Maintenance	Mr J. Lazenby	 - 01892 655 472  - <a href="mailto:jwlazenby@btinternet.com">jwlazenby@btinternet.com</a>
Bookings Manager	Mrs A. Long	 - 01825 712632  - <a href="mailto:Anitamlong@outlook.com">Anitamlong@outlook.com</a>
Audio and Visual (Projector & Audio System)	Mr A. Knell	 - 01825 71 732  - <a href="mailto:Skippersfairwarp@outlook.com">Skippersfairwarp@outlook.com</a>

# House Keeping

## Hall Layout



## Cleaning

The hall is cleaned regularly by a cleaner. Hall users should, however, leave the premises 'as found' using cleaning facilities stored in the kitchen in the broom cupboard to the left of the kitchen door. Cleaning equipment available is a brooms & mop. Please return these after use.

## Rubbish & Recycling

This is collected by the local Council operating to their rules. The bins are located outside in the car park. Where possible please recycle your waste.

When a booking creates significant waste resulting from its own catering or from the nature of the event – then it is the user's responsibility to remove the waste from the hall grounds.

# Conditions of Hire

## HIRER RESPONSIBILITY

1. Must be over 18 years of age and will be held responsible during the period of hire for those using the Hall, the care of the Hall and its fittings. This includes the car parking arrangements and avoiding obstruction to the public highway.
2. Shall not use the premises for any purposes other than that described in the Hire Agreement.
3. Shall indemnify the Hall Committee for the cost of repair or loss or damage to the Hall or its fittings arising from the hire.
4. Shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Chairs and tables stacked correctly, crockery, cutlery, glasses and other kitchen equipment must be washed and put away in the correct place. Rubbish must be taken away or placed in sacks in the bin on the patio.
5. On completion of the hire shall ensure that all their equipment will be removed at the end of the hire period, and the hall is securely locked.

## INSURANCE

6. The Hall's Liability Insurance covers anybody who hires the Hall for a one-off event, or on a regular basis, providing they are not hiring the Hall for business or commercial purposes.

Activities are not excluded under the standard terms of the policy and indemnity is not provided by another insurance policy. To qualify for cover under the Hall's policy the hiring must be regarded as for the benefit of the local community. The Hirer is responsible for arranging any other insurance cover liabilities that might arise from the nature of the hiring.

## EQUIPMENT STORAGE

7. Hirers are not permitted to store their equipment at the Village Hall. Exceptions can be approved with the prior consent of the Committee. Additional charges may apply.

## CANCELLATIONS

8. If the Hirer wishes to cancel a booking within 4 weeks of the planned Hire, a 50% of the booking fee will remain payable. Cancellation due to circumstances beyond the Committee's control e.g. exceptional weather, power failure, etc, the cancellation charge will not be payable.
9. The Committee reserves the right to cancel a booking in the event of the Hall being required for use as a Polling Station. In this event the Hirer will be entitled to a full refund.



## PREMISES LICENCE FOR PUBLIC ENTERTAINMENT

10. To comply with Wealden District Council Premises Licence issued under the Licensing Act 2003 the Hirer must always oversee and be on the premises when the public are present. A copy of the Premises Licence relating to the management and supervision of the premises is available for inspection on the Hall Notice Board.
11. Hours of Use for public entertainment are Mondays to Saturdays between the hours of 9am and 11pm. Hirers are responsible for ensuring that all parties etc. finish by 11pm. Other times require special permission licence from Wealden District Council and the Hall Management Committee. The sale of alcohol is prohibited unless the appropriate licence has been obtained.

A temporary event Licence is now available from:

Rother and Wealden Environmental Health Service  
Town Hall  
Bexhill-On-Sea  
East Sussex  
TN39 3JX

### More Information

Wealden Information: [Click Here](#)  
Application Form Online: [Click Here](#)  
Application By Post: [Click Here](#)

## SECURITY AND SAFETY

12. Smoking or vaping is not allowed in the Hall.
13. Decorations can only be attached with care ensuring that there is no damage to the of the Hall. Power cables laid over the floor shall be covered with purpose made rubber covers.
14. The Hirer must familiarise themselves with the actions to be taken in the event of a fire or emergency. Details are posted on the Village Hall Website, the main notice board in the village hall and located in the kitchen.
15. Depending on the number in attendance in addition to the Hirer a minimum of 2 competent adult attendants must be identified to carry out responsibilities above in case of an emergency. If the audience is under 16 years of age 3 attendants should be identified.
16. No unauthorised heating appliances shall be used on the premises. Highly flammable substances shall not be brought into the Hall including candles. Strobe or laser lighting shall not be used on the premises. Performances involving risks to the public shall not be given.

## SOUND and Presentation SYSTEM

17. Please see documentation on how to use and access Sound and Presentation System below in the 'How to Guides' section.

## DATA PROTECTION

18. The Village Hall will hold email and other contact information of its hirers to facilitate communication about their hiring arrangements and the Hall's availability. In compliance with data protection regulations the Hall's Trustees and its Hiring Manager will not communicate this information to others.
19. Please sign and return the Hiring Agreement below to Mrs. Long (address below) at the time of paying deposit confirming that the Conditions of Hire have been read and understood.

## Health & Safety

On arrival, all Hall users should familiarise themselves with the Health & Safety instructions posted in the building and in this guide.

Group Leaders should brief themselves and those for whom are responsible, on fire safety and evacuation procedures. Special attention must be given to the requirements of any people with disabilities.

Conduct within the Hall must avoid fire hazards. No supplementary heaters of any kind are allowed. Electrical sockets must not be overloaded. Stoves etc. must be switched off when not in use and kept under observation when in use.

No smoking at all is allowed in the Hall.

Do not obstruct the emergency exits. Do not attempt to obscure the emergency lighting.

## Accidents & First Aid

There is a First Aid kit located at in the main hall to the right-hand site of the kitchen hatch (See Floor Plan). If you have occasion to use this, please inform the Hall Management so that items used can be replaced.

All accidents, other than those of a very minor nature, are to be recorded in an accident record book to which the Hall Management have access. The Village Hall has procedures for reporting more serious accidents to the relevant authorities.

Emergency Contact details can be found under Key Contacts.

## No Smoking

The Hall is a "no smoking" area. It is against the law to smoke anywhere in this public area.

## 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.

Please familiarise yourself with the location of the Fire Exit Doors – these are positioned in the within the Main Hall, Kitchen, Meeting Room and Entrance. (See floor plan attached)

## Electricity and Water

Heating and use of water and electricity are included in the hire charge. Please use both with care, in the interests of the environment and also to help us keep our costs down.

The external water mains is outside the building; contact the Hall Maintenance if the mains needs to be turned off for any reason.

The main electricity circuit breakers stored in a locked cupboard. To reach these contact the Hall Maintenance. If a breaker goes at night, please wait until morning before contacting the Hall Maintenance. There is emergency lighting.

## Car Park

There is a car park which accommodates 30 cars. The car park is reserved for Village Hall users. Please do not park across either the Front Entrance to the Hall or the Emergency Exit.

## Facilities

### Main Hall

Approx. 15mts x 6.5mts

Fire Regulations limit the numbers in the hall to:

- I. 120 persons Standing / Dancing
- II. 60 persons seated at tables
- III. 80 persons closely seated (moveable seating)

### Meeting Room

Approx. 4mts x 3mts

Can accommodate up to 12 seated at tables.

### Kitchen & Catering

Use of the well-equipped Main Hall Kitchen is included in hire charge. The contents of the kitchen cupboards are clearly labelled so you can find any crockery or utensils you need. The kitchen is equipped with:

- four hob electric cooker with fan oven
- full height fridge.
- a front loading dishwasher (See How To's for Usage Instructions)
- kettles and a water boiler (See How To's for Usage Instructions)
- white crockery, cutlery etc. for up to 80 people
- pans, dishes, utensils etc.

There is a hatch and counter top between the Main Hall and the kitchen, to allow food and drink to be served direct (or used as bar if desired).

Please use the kitchen responsibly:

- do not allow any children under the age of 12 to be in the kitchen
- no animals at all are allowed into the kitchen

Anything used should be scrupulously cleaned and returned after you have finished with it. All surfaces should be thoroughly cleaned and disinfected after use. Do not leave any food in the fridge as it will be removed.

Dispose of all waste in the recycling bins or waste bins outside the village hall after use.

Do not leave any cleaning materials (other than those provided) in the kitchen – either take them away or dispose of them.

There are instructions for using some kitchen appliances on the wall in the kitchen and in the 'How To's' section of this guide.

### Some key points:

- Do not use the dishwasher for small loads – it takes a long time and uses a lot of water. Do not leave dishes in the dishwasher.
- Do not use the stand alone water boiler for boiling small quantities of water; use a kettle.

### Dishwasher

If you need to use the dishwasher, please read the instructions provided on the dishwasher or in this guide under 'How To's'. Please note that the dishwasher needs thirty minutes to heat up so please ensure you allow enough time prior to you needing it.

### Water Heater

This is operated by switching on the switch next to the water heater itself. Please read the instructions provided on the water heater or in this guide under 'How To's'. Please ensure the water heater is switched off on departure.

### Toilets

There are separate Women's, Men's and a Disabled Toilets with baby changing facilities. The Women's toilet is located in the Hall Entrance and the Men's and Disabled Toilets are located off of the back of the Hall.

### Tables and Chairs

Users are expected to set up tables and chairs as required and return them to the appropriate area after use. Chairs are kept stacked in the Storeroom.

Fire Regulations limit the numbers in the hall to:

- i. 120 persons Standing / Dancing
- ii. 60 persons seated at tables
- iii. 80 persons closely seated (moveable seating)

Access to all fire exits must be kept clear at all times.

When you are finished, put the furniture back where you found it unless special arrangements have been made. Please wipe down any tables before putting them away.

Please be careful when moving furniture, to avoid damage to the floor, furniture, the building and yourselves. Trolleys are provided to assist in moving chairs around.

### PA System

The Hall has a modern sound system available for the use of Hirers.

### Large Screen

There is a Large Screen located in the store room to the left of the Stage. In order to use the Projector & Screen two people need to carefully wheel the stand from the Storeroom into the hall by going via the meeting room where the doors have been widened. Once in position with the push of a button, you can also adjust the stand to accommodate height required.

There is a HDMI cable connected for you to connect to a Laptop and DVD player. Please see 'How To Guide' in this guide for more information or on the back of the Screen.

### *Films*

The Hall has a local authority license to cover the showing of films, but this is not the same as a license from a film distributor. A license to view a film is almost always needed for any showing in the Village Hall, even when it is a private event; the Village Hall Trust will assume that anyone showing a film is aware of this requirement and has obtained the necessary license from the film distributor.

### *Music*

The Hall has PRS and PPL licences allowing use of live and recorded music. These apply to all Hall users. However anyone playing recorded music as part of an event for which a fee is charged (such as an exercise class) may need to have their own licence.

All music must stop at 11.45pm at the latest.

### Piano

A good upright conventional piano is located in the main hall. It is tuned twice a year and is only available when authorised by Hall Management.

### Storage

There are limited facilities to store user's equipment. To apply, to store equipment at the hall please contact the Bookings Manager.

There are 2 Store Rooms (See Floor Plan). 1 located to the left of the stage and contains tables, chairs and some other furniture / equipment and 1 located to the right of the stage behind the meeting room.

Items are left here at the users decision and the Village Hall cannot take responsibility for any equipment.

No unauthorised person should go into the Store Room. Children under the age of 12 should not be allowed into the Store Room at all.

Be very careful when moving things in the Store Room and treat everything with respect and caution.

If you are moving tables, chairs etc, please take great care, and do not attempt to move or lift heavy or awkward items yourself. Trolleys are provided for moving the chairs.

## End Of Hire Checks

We hope you have enjoyed your event and that the Hall has been a good venue for you. We have provided the check list below to help you to shut up the Hall safely and securely at the end of your hire.

### House Keeping

- All non-hall materials and equipment must be removed (e.g. anything you have hired or brought)
- Floor swept and any spills cleaned up. Mops and buckets are located in the cleaners' cupboard.  
*First cupboard on the left as you enter the kitchen.*
- All Toilets inc disabled + Changing facilities (if used) cleaned, swept and mopped.
- All Kitchen surfaces wiped down (if used) and floor swept and mopped.
- Kitchen water heaters, Kettles and Dishwasher are off
- Cooker burners and oven turned off and checked. Dishwasher run, emptied and drained
- Sweep up any cigarette ends outside the front door.
- All Chairs and Tables returned after use
- Hall and Meeting Room clean and left as found
- All windows closed (including toilets and kitchen)
- All lights and Power turned off
- The three outside doors are locked and secured

## How To Guide

We have created 'How To' guides for users to get the most out of there hire of the Village Hall.

Should you find that you need assistance or more information on use of any of the halls equipment please inform the Chairman and we will assist and create a user guide for yourself and others?

User guides available are:

- Using the Dishwasher
- Water Heater
- PA System
- Projector

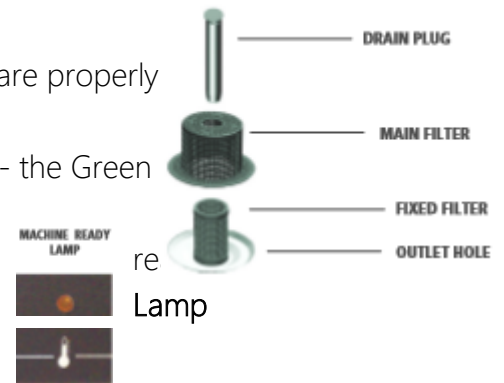
## Using the Dishwasher

Note: The power switch for the dishwasher is situated in the back of drawer unit to the right of the dishwasher.



### Preparation

- Check the **Drain Plug** is pushed firmly in place and **Filters** are properly secured.
- Close the door (Press Firmly) and press the **Power Switch** - the Green **Lamp** will come on.
- **Allow 30 minutes** for the machine to fill with water and the correct washing temperature. The machine **Ready** will come on.



### How To Use

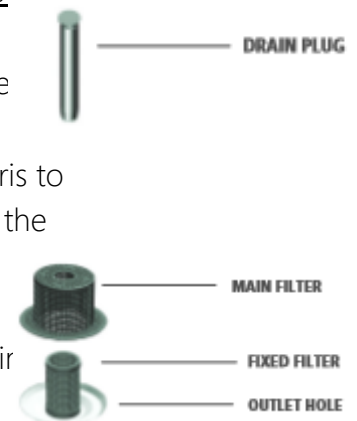
- Remove all debris from plates and glassware before placing them into the basket.
- Close the door and press the **Cycle Start Switch** - the **Wash Cycle Lamp** will come on. **The Wash Cycle takes around 3 minutes.**
- At the end of the cycle the **Wash Cycle Lamp** will go out.
- Open the door and pull out the basket.
- Allow excess water to run off before removing.



Repeat this process until the dishwasher is no longer required!

### End Of Use

- At the end of a session turn off the **Power Switch**. Do not remove the filter at this stage.
- Remove the **Drain Plug** from within the filters and the wash tank will empty slowly.
- Collect the debris and remove from the wash tank. Do not allow debris to go down through the fixed filter and outlet hole as this may damage the machine.
- Take out the main filter and clean thoroughly.
- Clean around the wash tank, door surrounds and hinges with a washir brush and cleaning cloth.
- Once cleaned replace the **Drain Plug** and **Filters** for next users.





## Using the Water Heater

Note: The power switch for the Zip Hydroboil is situated to the left of the Zip Hydroboil and must be turned on 20 minutes before use.

### WARNING

Care must be taken when using the Zip Hydroboil for instant hot water. Do not touch the metal body of the tap which can become very hot. If anyone burns themselves, please see the attention of the first aider for your event.

**Note:** The Zip Hydroboil has a capacity of 10 liters and will deliver 60 cups of boiling water at any one time. Taking into account of recovery time it will deliver 180 cups in an hour.

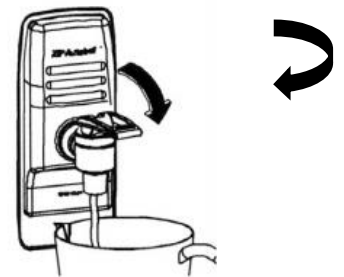
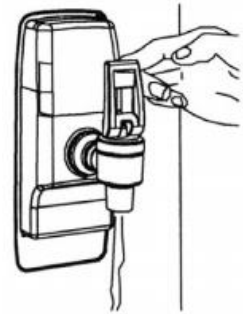
### Preparation

- Switch on the Zip Hydroboil electric using the switch to the left of the Zip Hydroboil unit.
- **Wait 20 minutes** to heat the water to boiling point of 99 degrees C°.

### Operation

The Zip Hydroboil has a **two-way tap** for boiling water. For instance:

- For filling boiling water into cups pull the tap lever **gently** forwards. This will pour boiling water into a cup until the tap is released.
- For filling larger vessels, such as tea or coffee pots, **rotate the lever 180 degrees and pull until it locks into a horizontal position**. This allows the vessel to be filled without holding your hand where it may be affected by steam. Boiling water will flow until the lever is returned to its normal vertical position.



### End Of Use

At the end of a session please turn off the **Power Switch**.

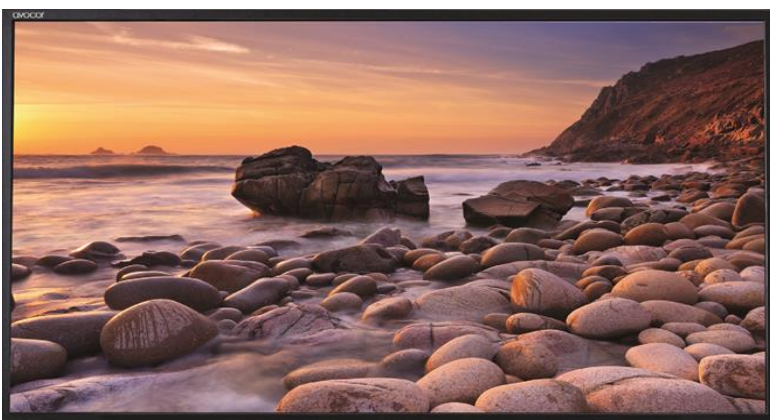
## PA System

The Hall has a modern sound system available for the use of Hirers. The Microphone is located in the drawer next to the sink in the kitchen together with additional batteries. To power on the sound system, switch on the labelled plug socket above the PA System. To the left of the Plug there is a volume control. Turn this to the required volume.

If you wish to connect a Mobile, Tablet or Laptop to the PA System to play audio, open your Bluetooth settings on your device and search for "ADASTRA\_8003". Connect to this device. This will play audio. Remember you have volume control on the wall as well as on your device.

**Please ensure to return the Microphone back to the kitchen after use.**

## Large Screen



### Set-Up


#### Moving the display

It is recommended that two people maneuver the Interactive display to and from the Store Room to Village Hall.

Please ensure that when moving the display around that the display is in its lowest position.

To change the height of the display, on the right-hand side at the back there is a small black control unit with arrows Up ↑, and down ↓. Use these arrows to change the height of the display.


#### Powering on the Display

Attach the power cord (supplied) to the back of the Mobile Stand and plug into an active wall outlet. Turn on the power switch on the wall socket and select the power button on the right-hand side of the display ; the LED indicator on the side of the display will then light up and a Vividtouch Logo will show on the display. If the light and logo does not appear, check all connections and ensure that your power outlet is active.

#### Using and Connecting to the Display

##### Using the embedded Windows 10 PC

This display has an embedded Windows 10 PC Built into the Display. Once you have powered on the display use the Source Button to change the input to OPS. This will power on the OPS PC which will

then show on the screen. To use the embedded Windows 10 PC all you need to do is touch the display. In order to use the on-screen keyboard, select the keyboard icon from the task bar  .

If you have content on a USB memory stick, connect this into the USB ports on the right-hand side of the display where the OSP USB Ports are labelled.

### Using the display with your own Laptop or Device

On the right-hand side of the display there is a cable set containing a HDMI Cable and USB Cable. Use these cables to attach to your laptop. The HDMI cable is for Video and Sound and the USB cable is for interactive touch.

Once you have powered on the display use the Source Button to change the input to HDMI 1. This will show your connected device on the display. You can control the display from your laptop, and if you have connected the USB Cable to your device by touching the display.

### Power Off the display

To Power off the display select the power button on the right-hand side of the display. This will automatically Shut down the embedded PC if used and will shut down the display. Remember to lower the display back down to its lowest position by selecting the down ↓ button on the back of the display.

### End of Use

At the end of using the Projector and Screen please power down and wait for the fans to stop before lowering the screen back into moving position and disconnecting the mains. Please return all cables back to how you found them and return the Projector & Screen back into the Storeroom.