

HALL USER NOTES (revised Aug 2025)

Contents	Page
Unlocking/locking hall	1
To enter	1
To Exit	2
Heating & Ventilation	2
Heating	2
Ventilation	2
Lighting	3
Accessible toilet – alarm system	3
Fire Alarm System	3
Water	3
Hot Water	3
Drinking Water	3
Dishwasher	4
Oven and Hob	4
Fridges and Chiller Cabinet	4
Sound Producing Equipment and Noise Control	4
Cleaning	4
Waste and Re-cycling	4
Smoking	5
Reporting problems, faulty equipment, or accidents	5
Notices & Noticeboards	5
Helium balloons	5

Unlocking/locking hall

When using the door control knob, please turn it very gently. It is easily broken.

To Enter

1. Unlock the door latch

Use flat key with plastic cap, (black or blue) to open the latch in the centre of the double doors

2. Open the doors

3. Use the brass Yale key in the lock to the right-hand side of the double doors. The door motor will open the doors.

4. Set the door opening mechanism

Go inside, turn right and look at the door panel. The door setting knob is on the door frame. It should be set so the pointer is at the red line.

5. Set the doors to automatically open and close:

Carefully turn the knob clockwise for 2 clicks, until the pointer is in line with the green line marked 'auto'.

To exit the hall.

6. The doors may be open or closed.
7. Turn the door setting knob gently anticlockwise so it is in line with the red mark, 'lock'.
8. If the doors are closed, push the button on the black panel above the door setting knob. The doors will open and allow you to exit.
9. Go outside, stand away from the sensors in the porch to allow the doors to close. You will hear a click when the doors are closed.
10. Use the flat key with the plastic cap to re-set the latch on the centre of the double doors. Turn the key anticlockwise.
11. Return the key to the key safe.

Heating & Ventilation

Hirers are requested to be energy conscious in the use of all discretionary heating and ventilation.

Underfloor Heating

There is under floor heating throughout the building. The system is automatic. Users cannot adjust it.

Top-Up Heating

There is 'top up' ceiling heating in the main hall, committee room and interview room.

The top up heating is on a pre-set timer and is active for 1 hour.

It is turned on by a control panel near the door.

Touch the square marked 'TOUCH'.

The ceiling heaters are powered when the button is pushed once and the red LED shows on the adjoining pre-set thermostat. Push the button again if more time is required.

Ceiling Fans

There are two variable speed ceiling fans which will re-circulate the air. If it is cold, set the fans to the down arrow so that warm air is pushed down into the room. In Summer, set the fans to the up arrow so warm air is pulled up into the ceiling. The speed of the fans can be adjusted using the knob with numbers on it. A switch unit is sited adjacent to the lighting switches.

Please ensure the fans are turned off after use and the speed selector is reset to 1.

Ventilation

If possible, windows must remain closed during parties etc. to reduce noise disturbance.

Please ensure all windows and doors are closed when leaving the hall.

Lighting

Main Hall

There are 2 rocker switches which control the main hall lighting.

The left-hand rocker switch turns the lights on/off and dims or brightens them. One short click at top of the switch turns on. One short click at the bottom turns off. Hold down to brighten or dim.

The right-hand switch offers two pre-set arrangements. Press once at the top of the switch to turn on only the lower rows of lighting. Press once at the bottom of the switch to turn on stage area lighting. The lights can be dimmed or brightened by holding down the left rocker switch.

Committee Room

There are 2 sets of ceiling lights, each has its own switch. One click for 'on' and second click for 'off'. The lights are dimmable. Continual pressure will dim or brighten the lights.

Kitchen/servery

There is ceiling lighting which is not adjustable. There are down lighters over the serving area operated by pull cord. More subdued lighting during events is possible when the ceiling lights are off and the down lighters only are on.

Lobby/External

Lighting is switched from the right-hand side of the main entrance when facing out. The switches are labelled with the areas which will be lit. There are lobby and sign lights as well as outdoor car park light

On vacating the building (after switching off **ALL** the lights) there is an override delay button above the switches to allow lighted exit. The outside hall wall lights also work automatically by sensors during the nighttime.

Alarm Systems

Accessible toilet – alarm system

A pull cord will activate an alarm and flashing light outside the room to summon assistance. The alarm can be de-activated from inside the room by a push button.

Fire Alarm System

All hirers must acquaint themselves with the Notes 'Action in the Event of a Fire' beside the Fire Alarm Panel, inside the first set of corridor doors.

Red alarm points are located adjacent to all external exit doors.

The doors at either end of the corridor are fitted with magnetic hold open devices. When the fire alarm is active, the magnetic closers are de-energised and the doors will close but not lock.

See separate notice – ACTION IN THE EVENT OF FIRE

Water

Hot Water

Hot water can be switched on/off by means of timer switches located in the following positions.

Kitchen/servery

On arrival, switch on the CPD WH switch located by the water heater. The push button timer is located in the cupboard underneath. By pressing the button once, twice or three times, the heating will be for one, two or three hours.

Sinks in the toilets

There is a push button control on the right-hand side of the accessible toilet wall. This will automatically turn off after an hour.

Drinking Water

Drinking water may be taken from any cold tap

Dishwasher

Comprehensive instructions are affixed to the wall above the dishwasher. Please follow them carefully and in order. **It is important to follow the instructions exactly. Be patient and wait for each stage to complete before pushing buttons for the next step.** Switch off after use. **If the instructions are not followed, the computer controls are confused, and it stops working properly!**

Oven and Hob

The Gas hob is served by bottled propane gas. The main oven is electric.

In the event of a suspected gas leak, open all doors and windows, extinguish any naked flames, and do not turn on any electrical switches. Evacuate building and immediately notify the Hall management using the emergency contact numbers displayed in the front door window.

Please clean oven and hob thoroughly after use

Fridges and chiller cabinet

Turn on at marked switches. Turn off after use and leave doors ajar.

Sound Producing Equipment and Noise Control

Two double sockets, coloured red, located on either side of the stage area are specifically sited for use by providers of entertainment. No other sockets in the hall should be used for this purpose without prior written authority of QMH.

An electronic device is installed in the main hall which monitors the volume of any sound producing equipment and provides a visual warning via a flashing red light if the levels exceed a pre-set acceptable threshold. Failure to respond to warnings within a pre-set time, by the permanent downward adjustment of levels, will result in the automatic disconnection of the power supply to the equipment. Power will return after a sanction period of 2 minutes, but the process will repeat should noise levels exceed thresholds once more.

Music MUST finish by 12 midnight. Providers of entertainment should be aware that power availability to the red sockets will cease at approximately 12.05 am (11.35pm Monday-Thursday) and they should allow time in their schedule for an orderly close down of equipment. Hirers are requested to co-operate over noise control in the interests of good neighbour relations. The Hirer or a nominated individual will have taken responsibility for compliance with the Good Neighbour Policy by signing a document to that effect.

Cleaning

Please sweep the main hall/kitchen after each use.

V sweepers are mounted on the wall of the storeroom (fire door side). A vacuum cleaner is kept in the same place.

Dustpans are kept the cupboard to the left of the dishwasher in the kitchen.

Use a damp cloth to wipe the floor. **DO NOT MOP THE MAIN HALL FLOOR.** Too much water damages the floor.

Waste and re-cycling

Please take all your waste/recycling home. The hall does not have a commercial waste collection facility.

Smoking

Hirers are responsible for ensuring compliance with non-smoking legislation (public places). External smoking may not take place within 2 metres of the automatic exit doors both to ensure that they are not constantly triggered to open/ remain open, and to prevent smoke flowing back into the building while simultaneously allowing heat and noise to escape. A bin for butts is located on the far right of the front wall as you face it.

Reporting problems, faulty equipment, or accidents

Please record any problems with the hall or its equipment in the 'Hall Maintenance' book, kept in the kitchen. If there are any accidents on the premises, please note these in the book too. Serious accidents should be reported to QMH and if necessary reported to AVDC in compliance with health and safety law.

Notices & Noticeboards

No notices should be affixed to the glass doors or windows at the front of the building (with the exception of 'last minute' cancellation notices which must be removed by the day following the cancellation)

The noticeboards in the main hall may be used during events. But special care needs to be taken to not damage the fabric. Use only drawing pins or map pins. Do not use staples. Do not attach to the wooden frames. Please remove all attachments at the end of the hire.

Helium Balloons

Helium Balloons are not permitted because loose balloons may float to the top of the ceiling and get caught in the fans. Removal requires the use of a tower scaffold. Cost of removal will be passed on to the hirer.

PLEASE REMEMBER:

Sweep main hall floor after each use

Switch off ALL lights before leaving the hall

Turn off hot water

Turn off fridges

Close ALL windows

Switch off fans if used

Make sure ALL external doors are properly locked on leaving