

Welcome to Horton and Chalbury Village Hall

This folder contains all the information you should need when hiring the hall.

If you cannot find what you are looking for or you need some assistance, please phone the administrator on 07799 456840 before 6pm or the duty manager after 6pm

(Please see the board to the right of the main doors for details of the duty manager)

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About the hall

Centre of the Community

Our facilities are aimed at providing a local meeting place and venue for social groups, church groups, businesses, schools and private individuals. The hall comprises a main room (the Tower Room), a second smaller room (the Scutt Room), a fully fitted kitchen, ample parking, and a garden laid to grass.

Tower Room

The Tower room overlooks the beautiful and historic Horton Tower and is the ideal place to hold a party for up to 100 people. It is 22 metres long by 6 metres wide with full length curtains at the three large windows and a serving hatch from the kitchen. If you are planning a wedding reception, a birthday party or similar function, this is the place to hold it.

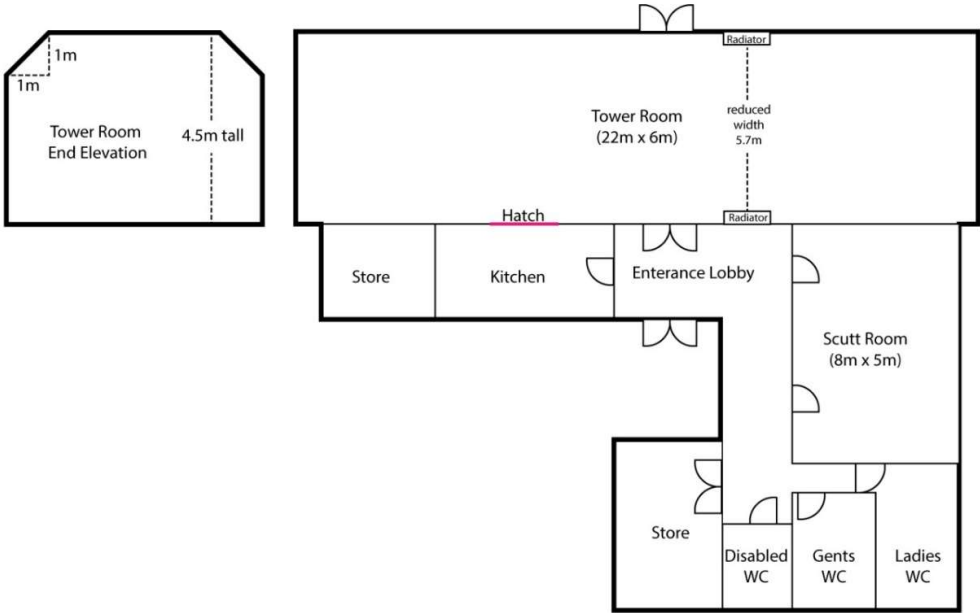
There is a modular stage which can be assembled at one end of the room with full length stage curtains to create a theatre suitable for up to v80 people to watch plays, live music performances or a presentation.

Scutt Room

The Scutt Room, so named because the late Mrs. Barbara Scutt kindly donated the land the hall stands on, is 8 metres by 5 metres and is ideal as a meeting room, with a television suitable for showing live broadcasts, videos or presentations. It can also act as an annexe to the Tower Room for serving drinks or a buffet meal if an event is being held in the Tower Room.

The Scutt Room has also proved popular as a play area for children when the adults are partying in the Tower Room.

Floor Plan



The contract between you and the Management Committee of the Hall

By signing the hire agreement booking form you have agreed to leave the whole hall clean and tidy, including kitchen, toilets, hallways and outside; to put all equipment away, and to **leave the hall as you found it**. It is important that you adhere to these expectations as we are proud of our Hall and want to avoid damage which results in rising costs. Help us to help you have a successful hire. The following is a handy check list to assist you in this:

- Rubbish bags must be taken away and bin bags replaced in **ALL bins** (combine bins together if there is little rubbish).
- Check that all doors and windows are closed and that the curtains are open and tied back.
- Chairs and tables should be wiped down and put away in the storage cupboard.
- All floors **MUST be swept and mopped**, particularly the main hall.
- If hired, the zip boiler and dishwasher must be cleaned, emptied, and switched off as directed at the check-in briefing.
- Ovens and hot food cupboards need to fully turned off.
- All switch-controlled lights and exit signs should be switched off.
- Toilets need to be checked for mess and tidied and cleaned as appropriate.
- The main doors should be locked, and the key put in the black post box.
- The gate should be closed and locked on your way out.

What is included in your hire

When you hire the hall, you will be the sole hirer for the period you have paid for.

Hire charges vary depending on which day and time you require. (Please see website (www.hortonandchalburyvillagehall.com) or the noticeboard in the lobby for the hire charges)

If you do not pay for use of the kitchen then included in your hire is –

- Tables and chairs
- Sink and hot water in the kitchen
- Kettle
- Cleaning equipment

When you pay for use of the kitchen, the following is included in your hire, (all instructions for the equipment is in this folder) –

- Tables and chairs
- Sink and hot water
- Kettle
- Cleaning equipment – mops and buckets, vacuum cleaner, floor broom, dustpan, and brush
- Industrial dishwasher (see pages 25 and 26)
- Ovens (see page 27)
- Hobs (see page 27)
- Microwaves (see page 28)
- Warming ovens (see pages 30 and 31)
- Bain marie (see page 31)
- Zip boiler (see page 32)
- Crockery for 100
- Cutlery for 100
- Glasses – wine and water for 100
- Cooking pots
- Sharp knives
- Kitchen utensils – see list on page 7

If you find any items damaged or broken, then please let the Administrator know by text 07799 456840 or by email administrator@hortonandchalburyvillagehall.com

Utensils supplied in the kitchen

Kitchen Area

QTY	DESCRIPTION
1	Extra-large twin handled stainless steel pot
1	large twin handled stainless steel pot
2	Medium Stainless-steel pot
1	Red Plastic Chopping board
1	Small Hourglass Shaped vase
1	Glass Chopping Board
1	Large Baking Tray

Metal Drawer

QTY	DESCRIPTION
1	Small Cheese Grater with pink rubber ends
1	Extra Long spoon draining ladle
2	Small Ladle
2	Wooden Spoon
1	Red Handled 'brabantia' Gripper
1	White Handled pen knife
1	Black handled peeler
1	White Handled peeler

White Lockable cabinet

QTY	DESCRIPTION
2	Large Black handled bread knife
1	Large Brown wooden handled bread knife
1	Large Yellow handled Carving Knife
1	Large Black handled Chopping Knife
1	Large Blue handled Cutting Knife
1	Large Wooden handled Cutting Knife
1	Medium Black Handled Knife
1	Small Black Handled Peeling Knife
1	Medium Black Handled Peeling Knife
1	Small Black Handled Knife
1	Red Handled Scissors
1	Black Handled Cake Slice
1	Gold Handled Cake Slice
1	Ice Tongs
1	Pastry Brush

Equipment you will need to bring with you

- Replacement big bags
- Washing up sponges and pan scourers
- Tea towels and kitchen cloths
- Oven trays and containers
- Saucepans
- Serving trays and dishes
- Utensils (see included utensils on page 7)

Checking In

Check in time and briefing

Please contact the administrator by email or text **a week before your hire to arrange to be checked in and briefed.** The briefing is important so please pay careful attention to the details given. The briefing will take around 10 minutes and it is crucial that you are on time for your check in and failure to be prompt (or to make every effort to inform the administrator of potential lateness) may result in cancellation of the hire.

Please note – We cannot meet you before your allotted hire time.

Cleaning

By signing the hire agreement on the booking form you have agreed to leave the whole hall clean and tidy, including kitchen, toilets, hallways and outside; to put all equipment away, and to **leave the hall as you found it.** It is important that you adhere to these expectations as we are proud of our hall and want to avoid damage which results in rising costs. Help us to help you have a successful hire. The following is a handy check list to assist you in this -

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- If hired, the zip boiler and dishwasher must be cleaned, emptied, and switched off as directed at the check-in briefing.
- Toilets need to be tidied and cleaned as appropriate.

The vacuum cleaner is in the back storeroom of the Tower Room, along with the blue mop bucket, which is used for the kitchen, lobby, Tower Room and Scutt Room. The red mop bucket which is in the storeroom near the toilets is for use in the toilets only.

Checking Out

Below is a quick checklist for you to know what to do when you leave the hall. You will be given a check out report before the administrator leaves, please sign this and put it in the post box along with the keys.

Kitchen

- Dishwasher emptied
- Zip boiler emptied
- Microwaves turned off
- Ovens turned off
- Warmer oven turned off
- Bain marie emptied of water and turned off
- Floor swept and mopped
- Sides and sink wiped down
- Bins emptied
- Rubbish bags replaced
- Fridge emptied
- Windows closed
- Fire door shut

Main Hall and Scutt room

- Tables and chairs put away in their correct storage places
- Floor swept and mopped
- Curtains opened
- Windows and doors shut
- Lights turned off including emergency exit lights
- Internal fire doors shut

Toilets

- Clean and tidy
- Bins emptied and bags replaced
- Doors shut

Garden

- Cleared of furniture and rubbish
- All lights turned off
- Rubbish taken away with you
- Front door locked

Other

- Keys put in post box
- Gates locked – the code for the lock is 2009

Health and Safety

For details of our health and safety policy please see the file stored in the rack on the wall in the lobby

First Aid

- All accidents however minor MUST be reported and recorded in the accident book which is located in the rack on the wall in the lobby.

The First aid kit is in the kitchen on the left-hand side of the dishwasher.

In the kit you will find –

- Guidance Card for first aid
- Sterile plasters
- Sterile wound dressing (medium)
- Sterile eye pads
- Triangular bandages
- Antiseptic cleaning wipes
- Disposable polythene gloves
- Waste disposal bag
- CPR face shield

If you use anything from this kit please can you let the Administrator know by text 07799 456840 or by email administrator@hortonandchalburyvillagehall.com



Defibrillator

The Defibrillator is located in the porch outside the main entrance to the hall.

Full instructions are on the wall behind the defibrillator.



Decoration

The hall can be decorated **by using the existing pins** which are on the picture rail around the Tower Room. You can also use 'Blu Tack' **on the windows only** (Providing it is removed at the end of your hire)

PLEASE DO NOT use sticky tape, pins or 'blu tack' or any other adhesive on the walls, doors, window frames, floors, or tables.

Failure to do so may result in the loss of your deposit.



Alcohol

- If alcohol is to be **SOLD**, you must notify us of this intention on your hire form and, provided we give permission, you will need to **apply for a Temporary Events Notice (TEN) from Dorset Council (www.dorsetcouncil.gov.uk)**. Dorset Council allows us 12 alcohol Licences per year. You will also need to **provide a copy of your application and copy of your TEN to the Management Committee as soon as possible.**
- This is a **legal requirement.**
- **If you are using an event bar provider, we will need to see a copy of their licence.**
- **Please note that if you are running an event where alcohol is included in the ticket price, you will still require a TEN.**
- You do not need to obtain a licence if you are not selling alcohol and you are giving it away or if people are bringing their own.

Music and Microphones

There is a Bluetooth connection available to allow music to be played through the speakers in the hall using a phone/tablet.

The system will be on if you have requested this when booking.

If you find you would like it but haven't requested it, please contact the administrator who will switch it on remotely.

Please search for **TP-Link_Music** in your Bluetooth devices.

There are two microphones available for hire. If you have requested these, they will be handed to you upon check in. Please lock them in the lock box in the store room off the main hall and leave the keys in the post box when you leave.

Our hall is situated in an attractive village and rural location. Out of respect to this environment and to our neighbours there are noise restrictions put into place by Dorset Council.

- During music of any kind, all external doors and windows must be **kept closed after 8pm** and all music must **stop by 11pm** in compliance with the Premises Licence for the hall. (10.30 pm on a Sunday)
- The Management Committee will need to contact any band or DJ you have hired to explain the noise compliance and procedures. Therefore, please be sure to notify us of their contact details on your hire form.
- **NO MUSIC IS TO BE PLAYED OUTSIDE THE BUILDING WITHOUT THE PRIOR CONSENT OF THE MANAGEMENT COMMITTEE**
- **NO PA EQUIPMENT IS TO BE USED OUTSIDE THE BUILDING WITHOUT THE PRIOR CONSENT OF THE MANAGEMENT COMMITTEE**

Sound Monitor

The sound monitor operates within the guidelines and license conditions set by Dorset Council for village halls and Horton & Chalbury Village Hall in particular. In order to comply with the licence conditions the hall has installed a sound volume monitor and alarm.

All live and pre-recorded music must be performed or played within the stage area.

This is in the area fronted by the red stage curtains and the west exit doors at the back.

The ceiling mounted detector evaluates the volume of the sound and when this approaches the maximum level an orange strobe light, mounted on the ceiling in the stage area, flashes. This is a warning that the sound is getting too loud. If the volume of the sound rises above this warning the volume monitor will **DISCONNECT ALL 13 AMP SOCKET OUTLETS IN THE HALL**. They will stay disconnected for several minutes, after which the power will be automatically restored.

The operation of the system is automatic, and the hirer cannot make any alteration or adjustments to the monitoring system.



Storerooms

Storeroom 1

This is located off the lobby and to the right-hand side of the disabled toilet, as you walk in the light will automatically come on and stay on for 15 minutes. All these items are to be returned to the storeroom and left how you found it.

In this storeroom you will find

1. Tables - Please stack the tables back tops to tops and legs to legs to stop scratching.
2. Chairs - The chairs are to be stacked on the trolleys, no more than 20 to a trolley
3. Highchairs
4. Stage - If you require the stage, there is a charge and the management committee will assist you in putting it up and taking it down.
5. Red Mop and bucket (For the toilets only)
6. Defibrillator power source - The power source for the defibrillator is in here also, please make sure this socket is **NOT** turned off under any circumstances

Storeroom 2

This is located at the car park end of the Tower room, as you walk in the light will automatically come on and stay on for 15 minutes. All these items are to be returned to the storeroom tidy and and left how you found it.

1. Vacuum cleaner
2. Blue mop and bucket (For the kitchen, halls and lobby only)
3. Ventilation system (See page 37)

Toilets

Ladies

There are 2 toilets in the ladies'. Toilet rolls and hand soap are provided. There is also a hand drier.

Gentlemen

There is one toilet in the men's plus 2 urinals. Toilet rolls and hand soap are provided. There is also a hand drier.

Disabled

There is one disabled toilet, complete with toilet rolls and hand soap. There is also a hand drier. You will also find the wall-mounted baby change table in here with bins so that you can dispose of nappies and waste correctly.

Lobby

On the left-hand side of the kitchen door is a bank of three switches and an emergency key switch.

1. Outside lights – **When you turn the switch off**, the lights will remain on for a further 20 minutes to allow you time to lock up, return the keys to the post box and get to your vehicle safely. Therefore, please make sure that this switch is OFF before you leave the building.
2. Lobby lights – Please make sure these are turned off when you leave.
3. Emergency key switch (You do not need to do anything with this, this is for testing only)
4. Hot Water – This will need to be turned on and allowed to heat up to have hot water for hand washing or washing up. It takes around 15 minutes to heat up. **PLEASE MAKE SURE THAT THIS SWITCH IS OFF BEFORE YOU LEAVE THE BUILDING.**



Wifi

The router name is –

TNCAPBC257F-BG or TNCAPBC257F

The password is –

EB1ED2779F

Fire Alarm Panel

If there is a power cut, then the fire alarm will go off. Please follow the instructions below to reset it. The key you will need is located on a hook above the panel.

1. Locate key from above the fire panel, insert the key and switch the control panel to 1
2. Silence the alarm by pressing the silence button on the control panel (3rd button on the righthand side)
3. Press the reset button (4th button on the righthand side)
4. The control panel will show that the system has reset
5. Turn the control panel back to 0 and put the key back on the hook.

Please note – there is a delay of about 10 seconds after any of the buttons are pressed before anything actually happens, so be patient.



Kitchen

Full use of the kitchen is available for a fee, details of current charges are on our website and the notice board within the hall.

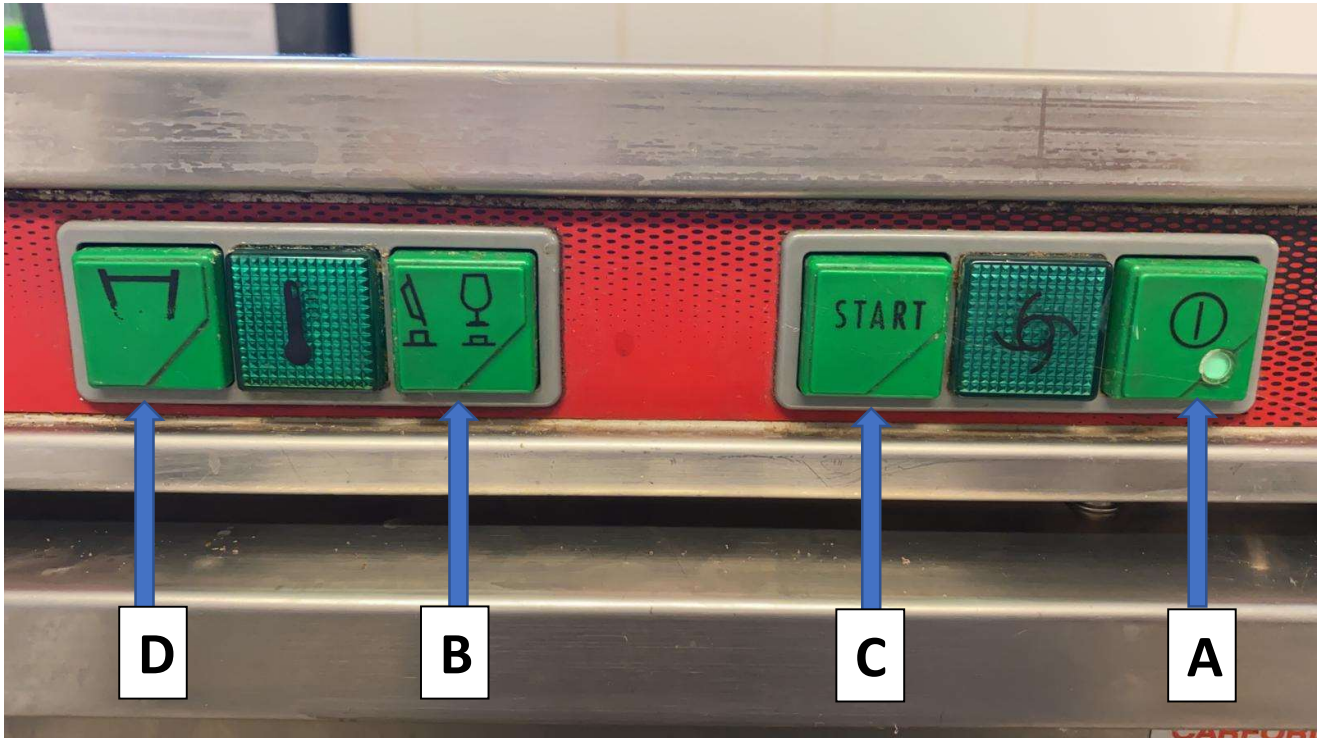
If you do not wish to use the full kitchen, then we have a kettle you may use.

We have a fully fitted kitchen with hob, ovens, fridge, dishwasher, water boiler, hot cupboards, bain marie and microwave ovens. Your hire also includes the use of crockery, cutlery, and glassware.

Everything in the kitchen is turned off at the relevant plug on the wall so you will need to locate the plug before you are able to use the equipment.

Please see instructions on the following pages.

Dishwasher



1. Switch main isolator on (the fuse switch is located behind the dishwasher)
2. Push control button 'A' (at least 20 minutes before you intend to use the machine. This will ensure that the water is hot)

Please note – No dishwasher liquid or rinse aid is needed as this is fed automatically from a prefilled reservoir

3. Load the BLUE trays with plates and the GREY trays with cups and glasses. Load and wash only one tray at a time
4. Select desired wash by using button 'B'

Leave in the OUT position for washing crockery and cups, but push in fully for washing Glasses

5. Press button 'C' to start the wash cycle (The cycle will take approx. 4 minutes to wash and 2 minutes to dry)
6. After cycle has finished, remove the loaded tray. Set aside on the sink unit for a couple of minutes and allow to dry fully

7. When you have finished with the machine, open the door fully and remove the plug located on the inside (bottom right hand corner) Please leave the metal filter tray in place and remove only the plug.
8. Push and hold button 'D' This will empty the water in the machine.
9. Close the door and the machine will then start to refill from the spray arm and rinse the tops and sides of the machine.
10. Repeat step 8

On Completion of this, please remove the metal filter tray and clean under a running tap. Re fit the tray and plug.

11. On completion, press button 'A' to turn off machine and switch off at the rear of the machine.



Ovens and Hobs

To use the ovens and hobs you will need to turn them on at the wall, the switches are located to the right hand side of the oven. The hobs and ovens are on separate switches.



Top Left – Left Oven

Bottom Left – Left Oven

Top Right – Right Oven

Bottom Right – Right Hob

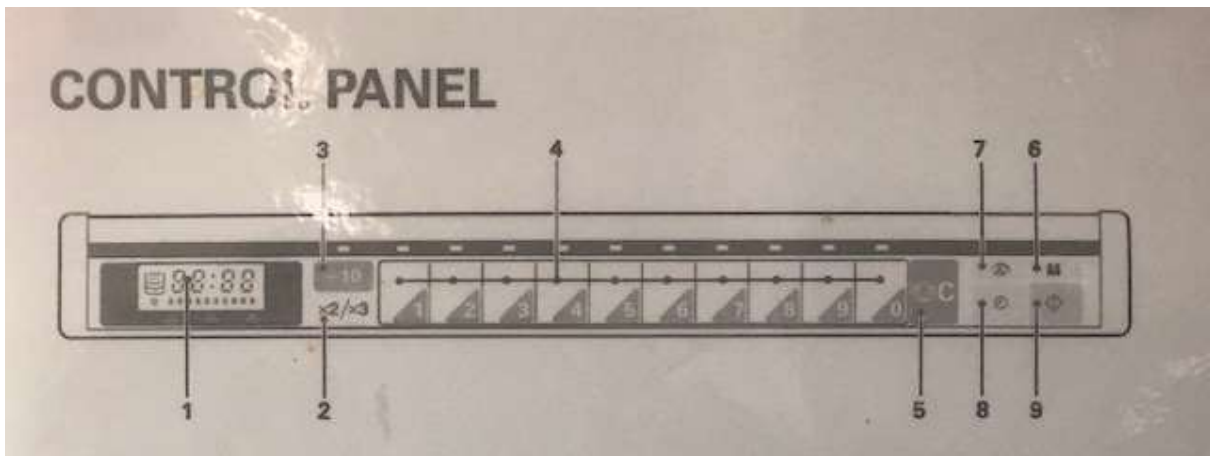
Microwaves

There are two microwaves, when programming them please use both sets of instructions.

The plugs for the microwaves are located to the left-hand side of the instructions on the wall.

Quick Guide

1. Switch on mains supply
2. Select and press item 7 (Please see control panel sheet)
3. Select units of power required by pressing the key pad 1 – 7
4. Select and press item 8 (Please see control panel sheet)
5. Select time required by pressing the keypad 1 – 9
6. Press key 9 to start the machine (Please see control panel sheet)



Fridge

Please adhere to the refrigerator rules to avoid cross contamination and bacteria. Please leave the fridge clean and empty.



Warming Ovens

We have two warming ovens, the one on the right-hand side includes the bain marie
Please do NOT move them from the kitchen.

WARNING

Parts of this unit will become hot in normal use therefore precautions must be taken to avoid accidental burns.

Hot Cupboard

With the doors closed, switch on the power at the mains supply. The green indicator light will illuminate when there is power to the unit.

Pre-heat the hot cupboard **empty** with the control knob set to **maximum** for at least **25 minutes**. The amber indicator light, when illuminated, indicates when it is being supplied power to the heating element and will go out when the set temperature is reached.

This amber light switches on and off as the thermostat maintains the temperature. Load the hot cupboard as required. There is not an advised predetermined temperature setting.

The desired heat settings will be found with practice and will depend on several factors: -

The amount of the food in the unit.

The temperature of the hot cupboard.

The temperature of the food when put in the hot cupboard.

The frequency of the opening and closing of the doors.

Once loaded, do not disconnect the hot cupboard from the mains supply.

To turn the unit off - switch mains switch off at the socket and the green light will go out.

After use, and when the cupboard has cooled down to safe temperature, the unit must be cleaned, taking care to remove any spilt food.

Bain Marie

If the Bain Marie is to be used **dry**, allow it to **heat up for approximately 25 minutes** with the dishes in situ, **before filling with food**. Any spare containers should be half filled with hot water and kept in position to prevent any unnecessary heat loss.

If the Bain Marie is to be used wet, fill the tank up to the high-level mark with hand hot water (40°C). A minimum depth of water must always be maintained indicated by the low-level mark and should not be allowed to boil dry. **Pre-heat the water for approximately 30 minutes** with the dishes in situ before filling with **hot** food.

To turn the unit off - switch mains switch off at the socket and the green light will go out.

After use, and when the cupboard has cooled down to safe temperature, the unit must be cleaned, taking care to remove any spilt food.

Additionally, the unit must be **drained after use**. A tap is provided at the side of the unit for drainage.



Zip Boiler

The plug for the zip boiler is located on the right-hand side of the machine.

To use

1. Turn on at the plug, the machine will automatically fill up.
2. The machine will be ready to use in 20 minutes.

To empty

1. When you have finished, you will need to empty the machine.
- 2. Turn off at the plug. If you fail to do this the boiler will continue to fill!**
3. Remove drip tray and empty
4. Put saucepan (located under the microwaves) under the tap and pull it down until no more water comes out.
5. Tip water down the sink and replace drip tray.



Knife Cupboard

The Knife cupboard is located to the right-hand side of the zip boiler, this cupboard is always locked for safety reasons. If you would like access to this cupboard then the administrator will get the key for you.

Please make sure this cupboard is locked when you have finished, and the key is put in the post box with the hall keys.



Heating System

The heating system is programmed remotely and will be set to come on before your hire and go off afterwards.

There are two thermostats, one in the lobby and one in the main hall.

The radiators in the small hall are controlled by thermostats also programmed remotely, these should not be touched, please contact the administrator with any issues.

Manual Override

The set temperature can be overridden on the thermostats in the lobby and main hall by pressing the + or – buttons.

Please do not touch any other buttons on these thermostats.

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Ventilation System

The ventilation system is NOT an air conditioning unit.

It is only in The Tower Room and the vents are located above the picture rail, one of the vents has a bit of ribbon attached so you will know when it is working.

The unit is in the storeroom of the Tower room at the car park end.

Please follow the below instructions to use the system.

1. Switch on the main switch
(This is located on the bottom right of the panel facia, this switch may already be in the ON position. This is shown by the illuminated red indicator lamp on the facia panel)

Automatic Operation

Turn the 'Hand off Auto' switch to the 'Auto' position

There will be a short delay of approximately 15 seconds before the fans will start if the hall is 1 degree above the pre-set temperature

The fans will stop when the pre-set temperature is reached. They will re-start when the hall temperature rises 1 degree above the pre-set temperature of 21 degrees.

Hand Operation

Turn the 'Hand off Auto' switch to the 'Hand' position

There will be a short delay of approximately 15 seconds before the fans will start.

Turn the manual control knob to set the desired speed

If you do use this system during your hire, please can you make sure that you turn the lever back to off when you leave.



Emergency Exit Signs

The switch for these are located in the Tower room. Please make sure these are turned on for your entire hire.



Internal Fire doors

Please ensure ALL internal fire doors are shut.



Outside

Outdoor Space

We have plenty of outside space for you to use, you may use this space WITH prior consent from the management committee.

Suggestions are:

- Bouncy Castles
- Ball Pits
- Marquees: NB ONLY WITH PRIOR PERMISSION AS ANY TENT, GAZEBO OR MARQUEE MAY ONLY BE SITUATED IN CERTAIN POSITIONS.
- Hog Roast: PLEASE CONSULT US AS TO WHERE YOU WOULD LIKE TO POSITION THIS
- BBQS: PLEASE CONSULT US AS TO WHERE YOU WOULD LIKE TO POSITION THESE
- Food Wagons

Please note – Any outdoor cooking needs to be done at a safe distance from the building and any soft play items need to adhere to all health and safety terms and conditions

NB CANDLES OR NAKED FLAMES OF ANY SORT OR CHINESE LANTERNS ARE STRICTLY FORBIDDEN

Parking

There is parking for approximately 30 cars plus 2 disabled spaces.

There are extra parking spaces available in front of the hall on the grass up to the corner.

This area has parking mats under the grass matting.

Other areas of lawn can sometimes be parked on in very dry weather.

If areas of lawn have been roped off that is because the ground is too wet or boggy so, please respect this restriction.

Outside Lights

Please see page 21

Gates

Please ensure that you close and lock the gates when you leave the premises.
When you drive up to the gates in the dark the lights will automatically come on.

The code for the lock on the gate is 2009.