

HUTTON RUDBY VILLAGE HALL

User Information

The hall is run by volunteers and is a charitable trust run for the benefit of the residents of Hutton Rudby. As a user of the premises please respect the facilities and the neighbours of the hall.

This information is to help you use the premises safely and efficiently. Your responsibilities as a user are contained in the booking contract which you have signed.

Lighting

The lighting switches on entry are to the left of the main entrance door. PIR automatically control lights when the back door is opened

Lighting switches are straightforward throughout most of the building but there are a range of options for main hall lighting.

Main Hall Lighting There are three separate lighting circuits:

Wall lights. Operated from the foyer or the side stage room.

Ceiling spot lights in two circuits operated from the foyer via sliders 5&6 to the left of the main hall door. Slider 7 is the master and dims all ceiling lights. If the lights are unresponsive, check that the red dimmer indicator light is on and that the transformer low on the left side of the adjacent column is switched on.

NEW LED PANELS have been installed in the main hall replacing the uplighters for sports activities.

Stage lighting. Access wall and ceiling lights can be operated from either side of the stage. Front Stage lights can be arranged.

Electricals

The premises have a modern electrical distribution system with trips rather than fuses. The main distribution board and trip system is in the old entrance foyer off the main Hall. This also contains circuits for the main hall. There are 5 other circuits each with their own trips located as follows:

- **By the sewing room in the rear corridor:** serves the rear rooms.
- **On the stage RHS of proscenium arch:** serves the stage room.
- **In the kitchen** for high power supplies to kitchen appliances, foyer and coffee bar and boiler house.
- **In corridor opposite kitchen door** for foyer circuits
- **Above the rear stage door.** For heat pump and solar panels. **(Note ensure solar panels are isolated at this point before any work is undertaken on electrical circuits.)**

If a lighting or power circuit fails check

1. That no inappropriate equipment has been connected.

2. The appropriate trip box and push up any trip switch which is down. (Do not do this more than twice.)

The trips work on both total power and earth leakage and hence any appliance with poor insulation or earthing will throw the trip.

It is a condition of the Village Hall's insurance that all portable electrical appliances are PAT tested.

Please contact the Hall Manager on 07900651053 to determine if your electrical equipment is suitable for use in The Village Hall.

Fire systems

The premises have a comprehensive smoke detection and Fire Alarm system

Smoke detectors are fitted in all corridors and will trigger the fire alarm.

Break-Glass Alarm Actuators. Are fitted by all main exits

Emergency exit signs. In all rooms, are permanently lit in the main hall, and direct people to the nearest exit. Exits and signs **must not** be blocked or obscured.

Emergency Lighting. Will come on in all main rooms in the event of power failure.

Fire-extinguishers. Appropriate extinguishers are placed by all exits and must not be moved or interfered with except in case of fire.

In the event of a fire alarm, the external exit from the Tarran room will unlock automatically.

If the fire alarm sounds, leave the building by the nearest exit and assemble in the car park.

If there are obvious signs of fire, call the fire brigade. (Call box at the far end of the car park.)

Instructions for a reset of the alarm are on the control panel by the main door.

Heating and ventilation

The village hall now has a biomass (wood pellet) heater system which has taken over from the previous oil boiler system. (Although the oil boiler remains installed as a back up) The new system should be far more economical and eco friendly than the oil system and will hopefully provide higher levels of comfort than previously. In order to optimise the benefits, the controls for the new system have been modified as follows.

1. It is intended that the hall will be kept permanently at a higher background temperature of 12-15 deg.C. You should therefore find the premises warmer to enter whenever you go in.
2. For scheduled bookings, the temperature set point on the rooms booked will be raised to a normal operating temperature of 20 deg.C, one hour ahead of the booking. Control of these settings is now in the boiler house and not in the room and the user will not have access to this.
3. If, when you enter the room you have booked, the room is not warm enough or the heating is not on, you can bring the heating on by touching the control switch in the room. (In the position that the old thermostat was located) Touching this switch once will bring the

heating in the room on for twenty minutes, twice for an hour and three times for 2 hours. A light on the switch and thermostat will indicate that the heating is on.

4. If the room is too warm, touching the switch again will turn the heating off.
5. The user has no control of the actual set point temperature in the room but if for any reason it is too cold when the heating system is on (light on thermostat is lit), the room temperature can always be increased by using the existing heat pump system which will operate as now.
6. In addition to the new boiler, larger radiators have been installed in the main hall and coffee bar area which should make the heating more responsive. Check that the thermostatic valves are open

Each main room has air sourced heat pumps which are a supplementary form of heating.. Pushing the green button turns the heaters on as indicated by the vent flaps opening. **If you turn the heaters on with these buttons please turn them off before you leave. Do not alter controls under the flap on each controller**

Main Hall. The control switch for the biomass heater is situated to the left of the stage. Rotating ceiling fans are operated from the foyer.

Foyer, Coffee Bar and kitchen. Rapid heating can be obtained in the foyer by use

of the push switch (opposite main door). This provides heat for two hours and then turn itself off. The coffee bar ceiling fan heater is controlled by an illuminated wall switch opposite the main hatch. Please turn off after use.

Johnson Room, Leven room.

In addition to biomass boiler controls, each room is fitted with heat pumps controlled in the same way as the main hall.

The Tarran Room. Has a single heat pump controlled by the door to the Leven room.

Security

- **Keys.** The two main entrances are now fitted with single locks and both doors can now be opened from inside without a key to conform with fire regs. The internal rooms and stores now have cylinder locks and you will be given the keys for the rooms you have access to.
- **Intruder alarms.** The Hall is fitted with PIR intruder alarms in several rooms. These are activated and deactivated by key pads near the main doors. The code is on the key fob.

Deactivate the alarm as soon as you enter and re-activate on leaving. Failure to do this will set off the alarm. (Take care to set the entry alarm and not the fire-alarm)

General

Smoking is prohibited throughout the building. Please do not allow smokers to congregate outside as this provides additional annoyance to neighbours.

Noise. The hall has close neighbours and we need to control the noise emanating from the building. Conditions to control this are on the booking sheet.

THE MAIN HALL IS FITTED WITH A NOISE-LIMITING SWITCH WHICH MUST NOT BE INTERFERED WITH OR BYPASSED.

Please keep noise levels down both inside and outside the building. **Keep external doors closed** and leave the premises quietly.

Rubbish. Please tidy up and remove any rubbish from the building. There is a large refuse skip at the front of the hall accessible from the lounge. **You must remove** all bottles, and any rubbish which will not fit in the bins. **Please no bottling out after 11.00 out of respect for our neighbours**

If you have problems or need more information please contact (in the order given)

The Hall manager

Les Sutton-Haigh 07900651053

Operations manager

or The Booking Secretary

Robin Hepburn/Ian Granville

07920 130422

Please enjoy the facilities and ensure that all lights are off, all entry doors locked and alarms set as you leave.

Thank you

<http://www.huttonrudbyvillagehall.org.uk>

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