Harpham & Lowthorpe Village Hall

Hall User Guide

October 2024

Village Hall User Guide

General

Please remember your responsibilities regarding the use of the hall as detailed in the Hire Agreement.

On Arrival

The hall will be opened and closed for you by one of our Trustees. Should you be delayed, or have any difficulty gaining access to the hall, then please contact our Bookings Clerk on 07562 310676.

Please ensure that any guests, outside caterers etc are made aware of the start and end times of your hire period, as they will not be able to gain access to the hall unless you are present.

We ask on arrival that you conduct a brief walk-about with the Trustee who opened the hall, to familiarise yourself with the location of the fire exits, extinguishers and other safety equipment and undertake a visual inspection of the hall to ensure it meets your expectations. Any queries or issues found should be immediately addressed to the Trustee.

The location of the Fire Extinguishers, Fire Exits, First Aid Box & Defibrillator, and the mains Stopcocks etc. are shown in Figure 1, as are the key dimensions of the hall.

Chairs & Tables

Folding tables and stacked chairs may be found behind the stage curtain and, if used, should be moved into position using the trolley handling aids provided.   A video showing how to safely erect and collapse the folding tables can be found on YouTube using this link https://youtu.be/jLyFL-z-x_Q.

Note that when setting out the chairs and tables, care must be taken to maintain clear passage to the signed fire exits. Also please do not climb on them to access heights, as step ladders are available for this purpose and can be found in the Gentleman's toilets.

To help you decide the best table/seating arrangement for your event, we have provided some possible seating arrangements in Figure 2 for you to consider. Each of these arrangements is shown positioned on either one or two 3.5m squares, so that you may gauge the amount of floor space they would occupy. Our most popular arrangement for 60 people is shown set out in the hall in Figure 3.

Wi-FI

You will require the password below to access the internet via the Hall's Wi-Fi system.

Password: VillageHall2014

Users are requested to limit their use of the service to appropriate content.

Use of The Projection System

Details on how to use our projection system can be found in Appendix A of this document.

Village Hall User Guide

Heating

In winter months we will switch-on the heating so that the hall is reasonably warm on your arrival. However, if you have any specific heating needs, then please let us know in advance, as the hall ambient temperature responds very slowly to changes in the thermostat settings.

Kitchen

There are up to 100 sets of tableware and cutlery available for your use, which may be found in the cupboards in the kitchen. You may make use of the oven, hob, microwave etc. as required, but please note that the fridge in the kitchen is not for public use, and is normally locked.

Below is a list of items that you cannot assume will be in the hall/kitchen, and which may be a good idea to bring with you:

- Lots of plastic bags for removing all rubbish (clear bags for removing recycling) – Please place all rubbish in the appropriate outside recycling bins;

- Lots of T-Towels and J-cloths;

- E-cloth or similar for wiping stainless steel surfaces;

- Floor cloth for spills, especially in the kitchen;

- Table cloths (our tables are 1220mm x 700mm);

- Corkscrew and bottle opener;

- Sharp knives, and any additional cutlery other than standard knives forks etc;

- Heat proof mats/pads, if serving from hot pans & dishes direct from the oven and or hob.

Toilets

The waste from our toilets and various sinks is discharged into an outside septic tank, so we would ask that you strain grease into glass jars rather than pour it down the sinks, use kitchen cleaning products that are septic tank friendly, and do not flush any hand or baby wipes down the toilets.

Safety

Briefing attendees & caterers

Note it is your responsibility to ensure that all your attendees, caterers etc are briefed about the fire drill and exits.

We recommend that you take the opportunity at the same time to tell them where to find the toilets, and remind them that the hall site is a no smoking area, which includes the building, garden and car park areas.

Village Hall User Guide

Accidents

A basic First Aid box is provided in the kitchen and a defibrillator is housed in an outside box located near the ramp entrance to the hall. Should you use anything from the First Aid box, then please record this in the feedback book, so that it can be replaced.

There is also an Accident Book beside the fridge in the kitchen, which you should fill in if the accident was in anyway related to the hall.

We would recommend that you to clear all liquid spills quickly to avoid people slipping, and similarly glass breakages to avoid people cutting themselves.

Emergency Incident

You are responsible for calling the appropriate services to deal with any emergency incident that arises during your use of the hall.

Please be aware that the hall does **not** have a landline telephone installed, so you will need to have ready access to a mobile phone in order to ring the 999 or 112 emergency numbers.

On discovering a fire:

- Raise the alarm immediately;

- If you feel confident and **only** if it is safe to do so try to put out the fire using the either foam or water fire extinguisher, or fire blanket provided;

- Evacuate the premises via the emergency exit doors;

- Get everyone to gather at the designated fire assembly point (the car park entrance);

- Call 999 and ask for the Fire Service to attend;

- Firmly shut all doors when the last person is out;

- Inform our Bookings Clerk on 07562 310676, or if unavailable, the Hall Chairman on 07867 692616;

- Try to account for all your attendees in order to advise the emergency services of any potential missing persons.

On Departure

Please leave the hall, kitchen, toilets and entrance foyer as you found them. We would ask that you:

- Fold and place the tables on their storage trolleys as shown in Figure 4, with a maximum of **seven** tables per trolley. Please ensure that they are stacked so if they do fall, they fall onto the sides of the trolley rather than you.

Village Hall User Guide

- Stack the chairs in piles of no more than **seven** and return them to the front of the stage as shown in Figure 5;

- Ensure that all floors are clean and un-marked (sweeping brushes etc may be found in the cupboard in the gents Toilet);

- Remove waste and place it in the recycling bins located outside and to the left of the main entrance as you leave, or take it with you;

- Ensure that any glasses, cups, place settings and cutlery that have been used have been washed, dried and returned to their storage cupboards;

- Ensure any kitchen equipment that has been used is switched-off;

- Leave the broadband Wi-Fi on;

- Close all windows and internal doors;

- Switch-off all lights;

- Pull the main entrance door shut behind you and check that it has properly closed;

- Report any damage or issues arising to our Bookings Clerk as soon as practicable.
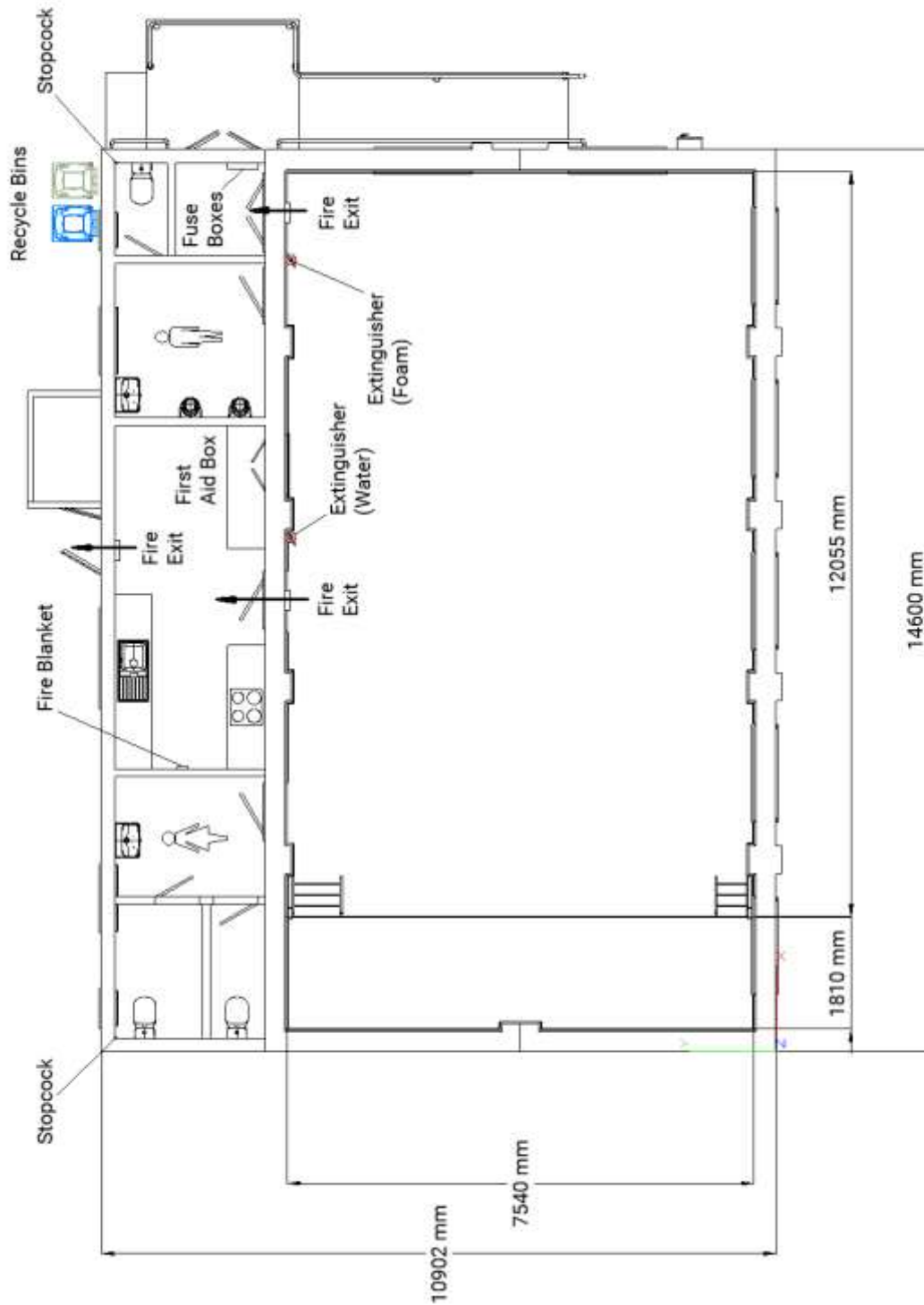
Figure 1 – Hall Dimensions & Locations of Emergency Equipment & Fire Exits Etc.

Village Hall User Guide

Figure 2 – Examples of Various Table & Seat Layouts

Figure 3 – Typical Table & Seating Arrangement For 60 People

Village Hall User Guide

Figure 2 – Safe Stacking of Tables

Figure 3 – Requested Way of Stacking the Chairs

Appendix A – Use of the Projection System

Deploying the Screen

The screen can be raised or lowered by pressing the appropriate buttons on either the control box fixed to the left wall just in front of the stage curtain, or using the remote handset housed in the adjacent holster. Note that you need only **press** the UP or DOWN buttons **once** to operate the screen. If nothing happens, then check that the red neon power indicator is lit on the control box, and if it is not, then the power supply to the box has been either been disconnected or switched-off at the mains socket on the stage – You'll need to rectify this.

Powering On Projector

The remote handset which controls the operation of the projector is in the top drawer of the base unit on your immediate right behind the door, as you enter the Kitchen.

Power to the Projector is supplied from an extension lead mounted on the wall next to one of the windows. You will need to check that this is plugged-in and switched. If it is, then the projector will be displaying a single blue light to indicate that it is in Stand-by Mode ready to be switched on via its remote handset.

After pressing the POWER button on the remote handset, the Projector will take a short while to power up and will then display a "welcome" page. To power-off the project you will need to press the POWER button on the remote handset twice.

Connecting to the Projector via an HDMI Cable

The easiest way to use our projection system as an external monitor for a laptop/computer is to connect the HDMI cable, which can be found coiled-up on a wall holder, to a HDMI port on the laptop. All you then need do, if it is a windows-based laptop, is press 'Windows Key +P' and then select the projection option 'Duplicate' and you are good to go.

Please note that:

a) The aspect ratio of our projection system is 16:10, whilst the native aspect ratio of most laptop screens is 16:9. So, to ensure that what you see on your laptop screen is precisely what is displayed on our large screen, you may need to adjust the screen resolution of your laptop to

match. Similarly, the slide size of any Powerpoint presentation that you intend to display should ideally be set to 16:10.

b) Your laptop will need to be placed within 3m of the HDMI wall holder, due to the fixed length of our HDMI cable.

c) On finishing we ask that you disconnect the HDMI cable from your laptop before switching-off the projector, and that you return the HDMI cable to its wall holder. However, please **DO NOT** wind the cable **too tightly** around its holder to avoid stressing it.

Sending data to the Projector Wirelessly

We highly recommend that to interface with our Projector wirelessly from any type of portable device that you first download and install the iProjection App developed by Epson, as this much simplifies the process. More details about this App can be found by following the link below.

https://epson.com/wireless-projector-app

The steps to wirelessly connect to our Projector are:

1. Connect your mobile device to our local Wi-Fi network. The Service Set Identifier (SSID) of our Wi-Fi network is Harpham Village Hall 5 and the access password is VillageHall2020;

2. Press the LAN button on the projectors' remote handset;

3. Open the iProjection App on your device, and on the page shown below select "Advanced Connection Mode" then click "OK", which will cause the App to search for the Projector on our Wi-Fi network;
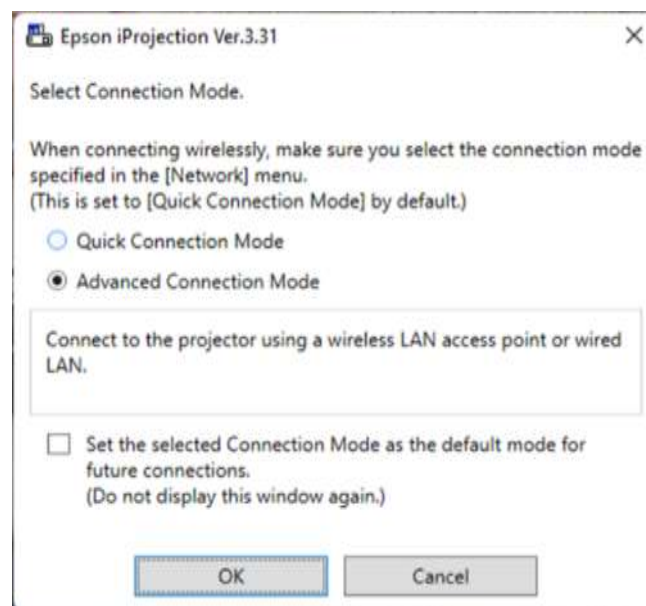
4. If the App finds the Projector, then the page below will be displayed on your device. All you then need do is click 'Join' and you are good to go. Note that the 'Connect as Moderator' only needs to be selected, if you have several people attending your event and you would like several of them at various times to send data to our projection system.
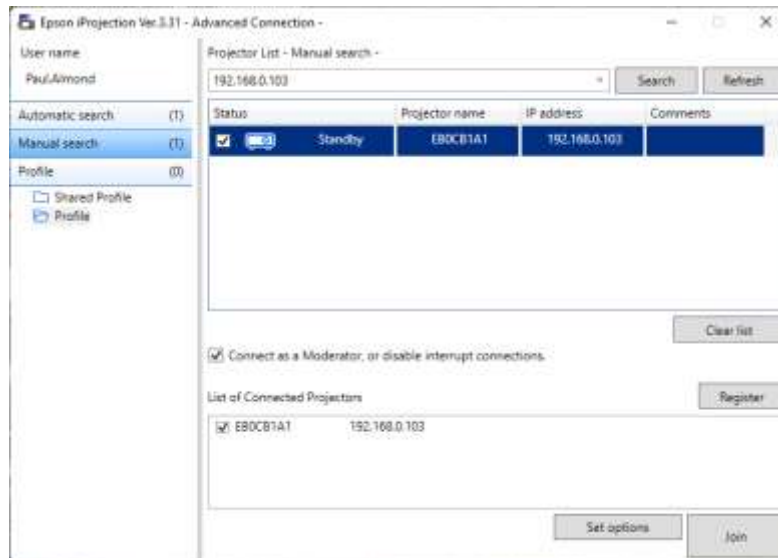
5. This next step is only necessary, if after Step 3 above the App fails to find the Projector and displays the page below.
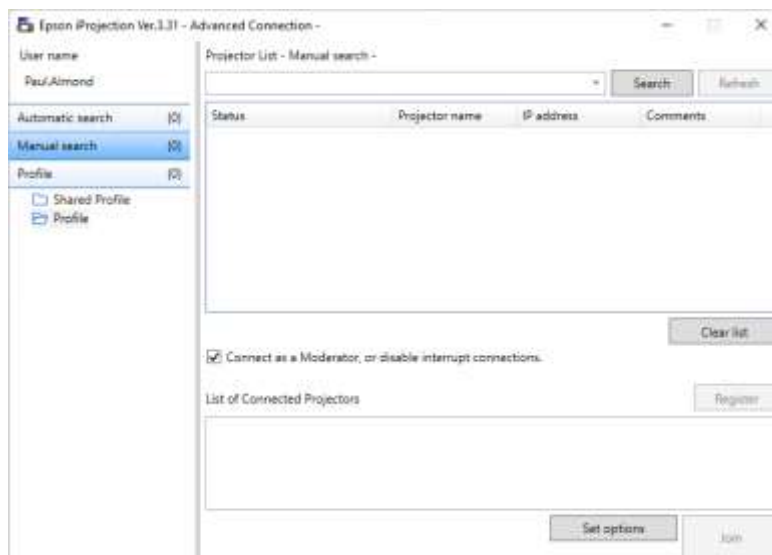
In this case you will need to select 'Manual Search' and enter the IP address of the Projector when asked, which can be found by pressing the 'MENU' button on the projector's remote handset and then scrolling and selecting the following options:

Network -> Wireless LAN Info

Which will display the information below. Make a note of the IP address (which will most likely differ from that shown) and enter this into the manual search, and when it finds Projector EB0CB1A1 click on 'Join' and you are good to go.