

Hirer's Guide – Helmdon Reading Room

It is highly recommended that you read this document prior to your booking date so that any questions can be resolved. A copy is also kept on the Notice Board for reference during hire. Should you require further information please contact the booking officer by telephone 01295 768922 or by email: helmdonreadingroom@gmail.com

Emergency Contacts - please refer to the notice on the Notice Board for contact names and telephone numbers in the event of an emergency.

We respectfully request that no blutac or selotape is used on the walls as it removes the paint.

1. GENERAL FACILITIES

- **Access** - a single door key operates the lock fitted to the main entrance. There is a wheelchair-suitable access ramp at the rear of the building, reached via the drive at the side.
- **Disabled access** – the village hall has disabled access throughout its interior parts with the exception of the main entrance and lobby. It has two fire exits with level access and a disabled access toilet.
- **Chairs** – seventy padded chairs are available in the hall and should be re-stacked carefully after use – Maximum 8 high.
- **Tables** – Ten folding tables are available in the hall and should be re-stacked after use and the chain replaced. Unused tables must remain chained to the wall for safety reasons.
- **Capacity** - maximum capacity of the hall is one hundred people
- **Car Parking** – cars can be parked carefully on opposite side of the road from the hall
- **Lighting** - main light switches for the hall are situated in the corridor area opposite the kitchen ramp. Please do not use the high level lights unless you need to. The mid-wall lights are dimmable to create ambience where required
- **Central Heating** – temperature is controlled by the Thermostat in the main hall under the clock. Boiler operation is controlled by a Timer located above the boiler in the kitchen – please refer to written instructions above the Timer.
- **Theatrical lighting** - theatrical lighting is also available and controlled from a console which is plugged into the DMX socket above the PA cupboard. If you wish to use this lighting you must pay the extra charge and advise the booking officer at the time of booking
- **Toilets** – the ladies toilet is also for disabled users. It has baby changing facilities.
- **Rubbish & Recycling** – the LARGE GREEN BIN in the drive is to be used for the disposal of non-recyclable waste in bin liners. Recyclables (inc bottles) are to be disposed of in the light blue bin.

2. EMERGENCY

- **Accident & First Aid** - a First Aid Box is on the wall in the small meeting room. All accidents should be reported in the Accident Book supplied in the first aid box. Northampton General Hospital is 20 miles away at Cliftonville, Northampton, NN1 5BD. Phone no. 01604 634700
- **Fire** - if you discover a fire use the break-glass points to sound the alarm. Evacuate the building immediately via the nearest exit. Assembly Point is the pub (the Bell) almost opposite the Reading Room. Fire extinguishers are available and should be used if you feel confident doing so. Ring 999 to call the fire brigade.

3. KITCHEN EQUIPMENT

- **Microwave** – a Microwave oven is available for the use of all hirers
- **Ovens and Hob** - the main control switch for the 2 Electric Ovens and hobs is on the wall above
- **Dishwasher** - is available for general use, the main switch is on the wall above, and details of operation are contained in the manual – see Manuals below.
- **Water Urn** – available for all hirers to use but please ensure it is switched off at the wall and emptied when your hire period ends
- **Fridge** - is available for general use
- **Crockery, cutlery and glasses** - a wide range of glasses, cups, saucers, teapots, etc. are available in the kitchen
- **Manuals** -all Manuals are located in a yellow file in the kitchen

4. AUDIO/PROJECTION EQUIPMENT

Audio System – the hall has a high quality surround sound audio system , including a CD player. It has AUX inputs (RCA sockets) for user’s own devices plus a microphone mixer. Full instruction manual is in the PA cupboard. Full instruction manual is in the PA cupboard

- **Microphones** - Professional hand-held and lapel wireless microphones for use with the system are available for hire by prior request
- **CD (music)Player** – plays music CDs and also plays .mp3 tracks from CD/DVD disk media or USB stick
- **Projector** - A ceiling-mounted projector is available to hire by prior request. This can be used with your own laptop or smart device - connecting via HDMI or SVGA cable to the patch-panel above the PA cupboard, or with the system's DVD/Blu-ray (Movie) player to view videos/ movies/photo slideshows/web pages
- **Projector screen** - there is a pull down projector screen in the main hall. The screen is pulled down using the short pole with a hook on the end hanging at the side of the separating doors. It stays where you pull it to. To release it, pull it down slightly and gently let it go. It may need a gentle prod.
- **Hearing Loop** – the main hall is fitted with an induction-type hearing loop for those users having hearing aids with a “T” setting
- **WiFi**- is available free of charge to all hirers

5. LICENCES

- **Temporary Event Notice (TEN)** - if alcohol is to be sold on the premises then a TEN is required. This can be obtained by telephoning 01327 322322 or online through www.gov.uk. Obtaining the licence including payment (£21) is the responsibility of the hirer. The application requires a minimum of 10 working days notice. A copy of the licence must be given to the booking officer.