

# **Finmere Village Hall & Playing Field**

## **Village Hall User's Manual**

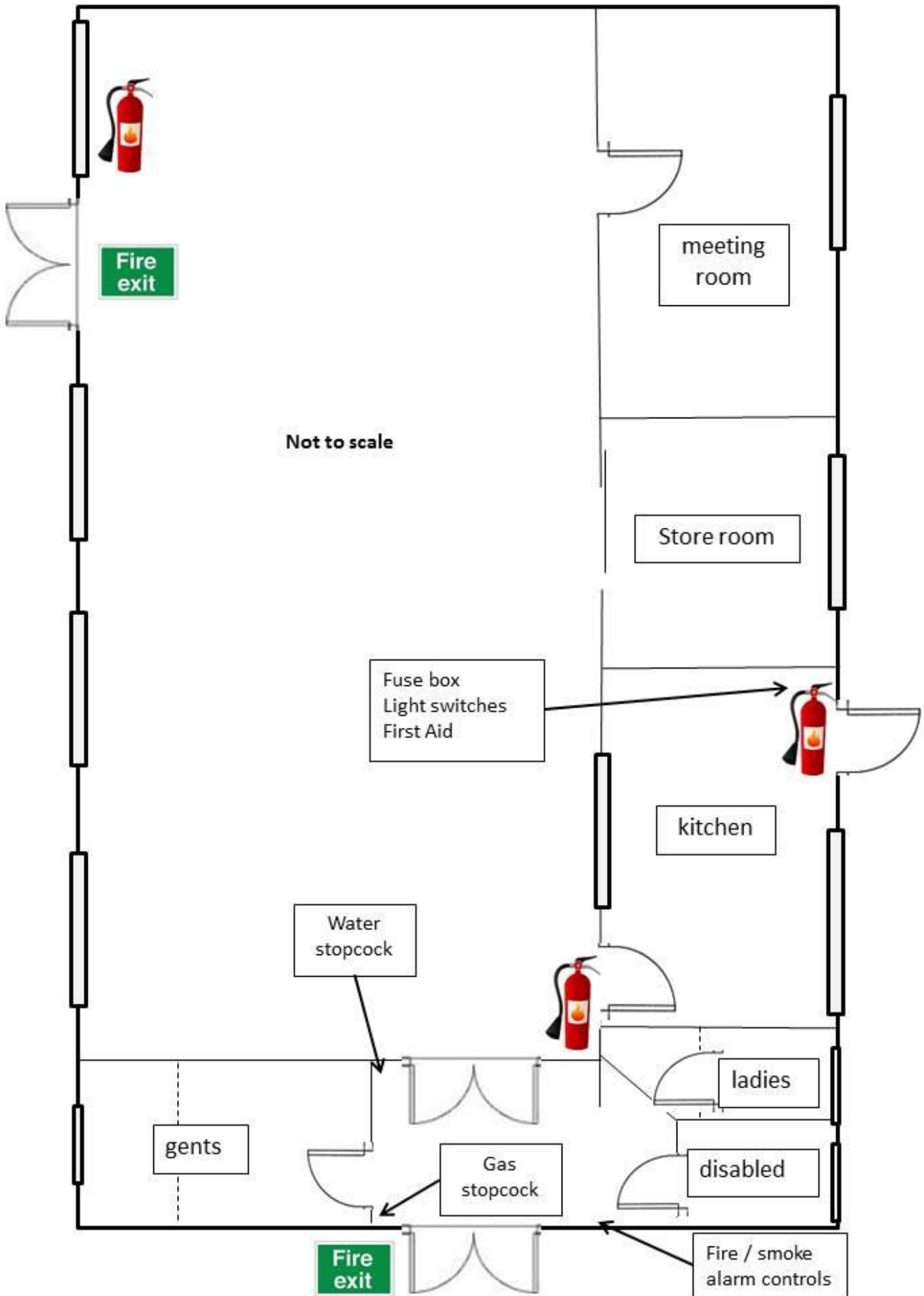
[www.finmerepc.org/villagehall](http://www.finmerepc.org/villagehall)

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The external dimension of the hall are 16.2m length by 9.56m width

The internal area of the main hall is 14m length by 6.5m width.

## Fire & Safety:

The hall is a no smoking area and contains a smoke and heat detection system. Sensors are located in all areas, including the toilet facilities. Call points are located in the hall and the master controls are located in the lobby. The master controls are 'code' protected and users should not tamper with them. If required, access code for system re-set is '3112'.

**The hall location for use by Emergency Services is  
Water Stratford Road, Finmere, MK18 4AT**



**Fire extinguishers** are located in the hall and kitchen. The kitchen also contains a **fire blanket**.

**Fire exits** are located in the hall. When the kitchen is in use, the external door key should be kept in the lock. On no account, should fire exit doors be obstructed, either inside the hall, or outside.

A **first aid kit** is located in the kitchen.

Gas and water 'stop cocks' are located in the lobby area

## Kitchen:

Instructions for use for the cooker and dishwasher may be found in the kitchen. After use, users are requested to clear the fridge of any food and turn the thermostat control to minimum setting, empty the dishwasher and return crockery to the cupboards.

The serving hatch is locked down with a key and the key should be left in the locking mechanism at all times. Sets of Plates / Cups / Glasses and limited cutlery are located in the cupboards and drawers. A full cutlery set, suitable for large gatherings is available upon request.

The cupboard by the back door of the kitchen contains the main fuse box and main lighting switches, including external lighting. A timed 'push' switch which provides external light for use when exiting the hall, is also located in the cupboard.

## Electrics & Lighting:

The main lighting switches are located in the kitchen cupboard. The main hall contains 2 lighting circuits and the switches for the hall overhead lighting, meeting room, lobby, toilets and store room are located on the panel in the kitchen cupboard. The switches for the main hall wall lights, including a dimmer switch, are located in the hall, by the entrance door.

An external power socket is located on the external, west facing wall of the hall. Use of the socket should be pre-arranged, since power to the socket is switched off unless otherwise required.



## Heating:

The main hall contains 2 fan assisted heaters. Operation of the push button switch will switch ON the heater for a period of 2 hours and the timer button may be re-set, if necessary. Application of the 'push switch' whilst the heater is operating, will also switch OFF the heater.



The **meeting room** contains a fan assisted heater and the **kitchen** contains a plinth heater that is located under the sink draining board area.

The water heating switch for the toilet basins is located in the Ladies toilet area.

## Stage:

The hall contains a modular staging system. Instructions for the assembly of a stage configuration may be found with the stage modules and as an appendix to this booklet.



## Tables & Chairs:

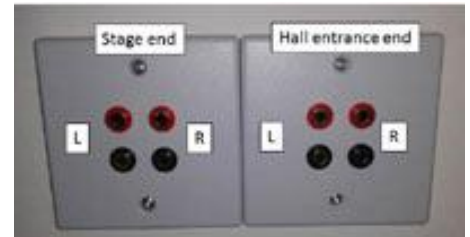
Chairs and Tables are located in the store room. Users are requested to clean and return all tables & chairs to the store room after use. Users are requested to use the chair trolley when moving stacks of chairs and to refrain from dragging the chairs across the floor, which will result in black marks on the floor.



### **Audio & video facilities:**

The hall contains 4 speakers, suitable for moderate sound level use. The speakers are terminated at the wall panels located to the rear of the hall, by the meeting room door.

A 4 x 40W amplifier (with suitable speaker cables) is available upon request, but users should supply their own sound sources. A projector is available (at an extra hire fee) that is suitable for laptop or similar type presentations. Use of the amplifier and / or projector should be booked in advance.



### **Security:**

Both the front and rear (kitchen) doors should be locked upon exit from the hall. Windows should be closed and latched. The hall management committee cannot be held responsible for any losses resulting from theft or damage to personal possessions, left or used in the hall. All hall users use the hall at their own risk.

### **Hall condition:**

Hall users are requested to refrain from using 'blue tac' type materials or sticky tape to affix decorations and similar to wall surfaces. Users are also requested to refrain from using 'drawing pins' on wood surfaces. Eyelets are located on the corners of the walls in the hall and may be used for the installation of temporary decorations.

Users are requested to leave the hall in a fit and tidy condition and to this end, a mop and bucket is available. Users are requested to remove all bulky rubbish.

Rubbish wheelie bins are located behind the hall.

### **Meeting Room:**

Some regular users of the hall may have access to limited storage facilities in the meeting room. The hall management committee cannot be held responsible for the loss of any possessions that are not locked away in the storage facilities.

**Playing Field:**

The playing fields contain both a Cricket and Football pitch. The fields are maintained by volunteers and the use of the cricket pitch for other activities is prohibited.

The playing field contains a cricket pavilion, which is owned and operated by the Finmere Sports Club. Any enquiries with respect to the pavilion should be made to the Sports Club.

**Dog fouling:**

All dog owners are required to clear up after their dogs.

**Parking:**

The car park is available for users of the Hall and Playing fields. The car park is also often used by members of the public whilst walking their dogs, for using the field for general recreational activities and visits to the village re-cycling facilities. The car park may also be used by renters of the 'Poor's Plot' allotments that is adjacent to the playing field. All car owners are requested to park only on the hard standing area of the car park and in a manner that does not cause any obstruction. It is important that users of the car park, park in a manner that does not obstruct the hall fire exit door, nor access to the front entrance of the hall and the recycling facilities. The hall management committee cannot be held liable for any damage to vehicles that are parked in the hall car park.

## **Terms & Conditions of Rental:**

All applications for the hire of the hall must be made through the Bookings Secretary. The person making the booking shall be considered the Hirer. Where an organisation is named, the person making the booking confirms that they do so with full authority of the organisation. The Hirer must be over 18 years of age.

The hirer should familiarize themselves with the hall fire & safety facilities, including locations of fire alarms, unobstructed exit doors and first aid kit. Any concern with respect to fire & safety should be reported to a representative of the hall management committee.

Hire charges should be agreed with the bookings secretary, prior to the use of the hall.

The hirer agrees to refrain from conducting any illegal activities within the hall and playing fields.

Smoking is not permitted within the hall.

The hall bookings secretary should be advised of any planned sale of alcohol and any sale should be accompanied by a relevant license.

The Hirer shall ensure that good order is kept in the hall at all times during the hiring. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.

The hirer should abide by the hours of use, as agreed prior to the booking. For all evening bookings, the hall should be vacated by midnight.

The hirer is responsible for leaving the hall in a clean, tidy and undamaged condition.

The hirer shall not sub-let the hall, or any part thereof.

The hall management committee shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify Finmere Village Hall against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury



## **Exit check list**

Upon leaving the hall, please check through the following:

- All heaters are OFF
- Water heaters are OFF
- Fire emergency doors are closed and secure
- All windows are closed and latched
- All electrical appliances are OFF, except the fridge.
- Fridge is empty
- Fridge temperature control is set to minimum
- All tables and chairs are placed in their appropriate storage locations
- Lights are OFF

### **Use of the range Cooker**

A copy of the cooker manual is available in the kitchen

### **Use of the Dishwasher**

A copy of the dishwasher manual is available in the kitchen

### **Village hall contact numbers**

Bookings enquiries – Phillip Rushforth 01280 848534

Key holders :

Paul Nash 01280 848268

Peter Grimwade -1280 848355

Steve Trice – 01280 848547

Comments / Suggestions – [feedback@finmerepc.org](mailto:feedback@finmerepc.org)



# How to build your UniStage

1



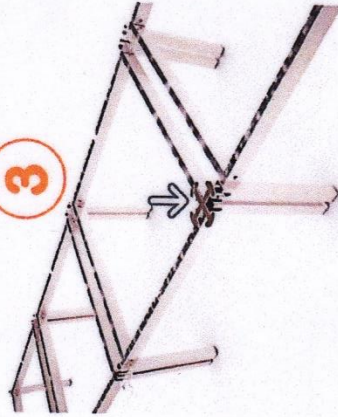
Lay out back row of frames

2



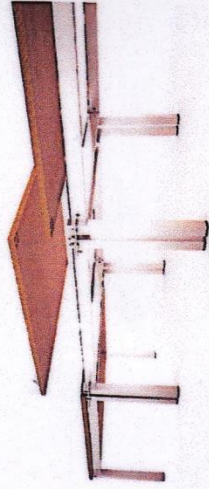
Link the outside with 2-way Unilinks

3



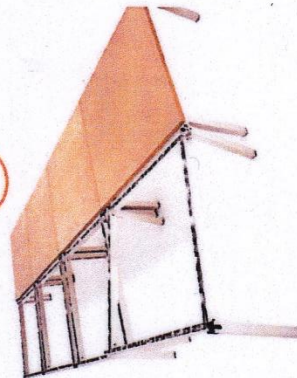
Link the inside with 4-way Unilinks

4



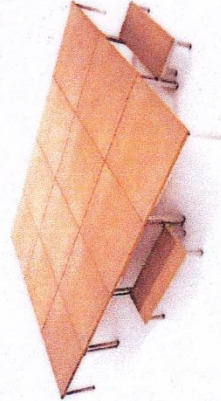
Locate Unidecks onto the frames

5



Insert the next row of frames into the Unilinks

7



Your UniStage is complete

8



Create the perfect performance!

Repeat steps 2 - 4 adding steps where required

## Stage storage



**When stacking the stage modules, please ensure that they are stacked in sets of 6, as shown above. This mode of stacking will make life a lot easier for those users who do not wish to use the entire set of modules.**

**Thanks**

