

Information for Hirers of Kenton Victory Hall

Fire

You must make yourself aware of the location of the fire alarm boxes and the fire fighting equipment. There are 5 alarm boxes in the building located as follows:

- Inside front entrance door
- Beside left hand fire exit door end of main hall
- Beside rear exit door to car park
- Beside exit door in downstairs storage room (next to single toilet)
- In kitchen, right hand side of rear exit door

There are 4 large fire extinguishers located as follows:

- Main lobby
- Stage
- Rear door (exit to car park)
- Cloakroom/Meter Room

Do not use these water extinguishers on electrical equipment

In the kitchen there is a small Powder fire extinguisher and a fire blanket.

In the event of a fire use the alarm box nearest you to set off the alarm, leave the building at the nearest fire exit close the doors and dial 999 for the fire Service. Fire assembly point is at the entrance to the car park at the rear of the building.

Health and Safety including Fire Safety file

You must make yourself and all responsible adults in your group are **aware of the contents of this file** which is situated in the wall cupboard next to the back door of the kitchen

First Aid

A box for First Aid is located in kitchen cupboard clearly marked. Any accident how ever small must be recorded in the book provided (kept with the First Aid Kit) and reported to the booking Secretary.

Lighting, Heating and Appliances

The hire fees are inclusive of main lighting and background heating. Appliances and additional heating are payable through coin meters.

To use additional heating use the switch at the side of each radiator, the light will go on providing there is money in the meter.

Coin meters - explanation of function and location

Location of Meter	Colour of Meter and Coinage	Usage
Meter Cupboard (rear of cloakroom in main entrance lobby)	Blue/Green Box - £1 coins	All sockets and appliances located in – Front foyer Cloakroom and meters cupboard Storeroom Kitchen
	Black Box - £1 coins	Timers for heater boosters - Main Hall and Stage Hall Sockets Stage Sockets
Storeroom adjacent to kitchen	Grey Box - On wall right hand side of door -50p coins	Timers for heater booster – Committee Room Committee Room sockets Hand-dryer in single toilet Kitchen spur in committee room

Wifi

Network Name **KentonVictoryHall**

Password **VictoryHall#1**

(The hall does not have a TV licence and watching or streaming from an online service is prohibited)

Use of Projector and PA system

Instructions on the use of the projector and an HDMI lead on located in the kitchen cupboard for the main hall and in a kitchen drawer in the committee room.

If you require the PA system, please ask the booking secretary for the padlock code. (The PA system will use the coin metered electricity, mentioned above [Black Box]).

Waste

To comply with recycling guidance of December 2019 in this area, please make sure you dispose of your waste in the correct bins as follows:

GREEN BIN Garden Rubbish only	BLACK BIN Non-recyclable Waste
BLACK BOX Plastic bottles, pots, tubs, trays Food & drink cans, biscuit tins, tin & metal lids, empty aerosols	GREEN BOX Thick cardboard, thin card, egg boxes Cereal boxes. Bottles and jars – all colours
BLUE BAG <u>White paper</u> , newspaper & magazines, directories & catalogues, junk mail & shredded paper, white window envelopes	FOOD WASTE CADDY All cooked and uncooked food

When bins and boxes are full please take rubbish away. Any excess rubbish left at the hall may incur a charge

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