



## **INFORMATION PACK**

PLEASE NOTE

IF YOU ARE SERVING FOOD, YOU MUST  
TAKE LEFTOVERS AND FOOD WASTE  
AWAY WITH YOU.

FOOD MUST NOT BE PUT IN THE VILLAGE  
HALL BINS.

NAPPIES MUST NOT BE PUT IN ANY OF  
THE BINS.

THANK YOU



## **IMPORTANT INFORMATION FOR USERS OF CHIPPERFIELD VILLAGE HALL**

Welcome to Chipperfield Village Hall! We hope you find this information helpful. There is a comments book in the lobby if you would like to leave us a message about your experience at the hall, or if there is any information not included here that you would have found it helpful to have.

The Chipperfield Village Hall Committee  
May 2025

- 1. Useful contact numbers and wifi information**
- 2. Safety instructions**
- 3. Procedure in the event of a fire**
- 4. Accident or medical problems**
- 5. Equipment in the hall**
- 6. Lighting**
- 7. Decorating the hall**
- 8. Heating**
- 9. Audio visual equipment**
- 10. Instructions for using dishwasher**
- 11. What to do on leaving the hall**

**PLEASE NOTE:  
NO SMOKING, VAPING OR E-CIGARETTES  
IN ANY PART OF THE BUILDING**

## **1 Useful contact numbers**

Caretaker Chris Babey 07498 055310

Booking Secretary Alyson Brown 07383 415748  
email bookingscvhwd4@gmail.com

### **WIFI network**

Select Chipperfield Village Hall Guest  
Password – welcome (all lower case)  
Tick box to accept terms and conditions

### **Hall address**

Chipperfield Village Hall  
The Common  
Chipperfield  
WD4 9BS

### **Website**

<https://chipperfieldvillagehall.com/>

### **Instagram**

[@chipperfieldvillagehall](https://www.instagram.com/chipperfieldvillagehall)

### **Facebook**

<https://www.facebook.com/ChipperfieldVillageHall>

## **2 Safety instructions**

### **FIRE EXIT SIGNS**

These must be switched on and remain illuminated during all events. The switch for these is marked EXIT on the main panel to the right of the stage.

### **FIRE EXITS**

- Through the main doors
- Through the fire exit doors in the main hall
- Through the kitchen door
- Through the external door in the bar

Fire exits must be kept clear at all times.

### **Access to the hall**

The pathway to the hall from the road **MUST** be kept clear of vehicles at all times to allow access for emergency vehicles. Please ensure guests do not block this access.

### **Location of fire extinguishers**

Please familiarise yourself with the location of fire extinguishers. There is one in each of these locations:

- Entrance lobby by the main door
- Main hall near the central fire exit doors
- Main hall next to door to kitchen
- Kitchen
- Back fire exit off kitchen
- Right hand side of stage by stairs
- Loft

There is also a fire blanket in the kitchen fixed to the wall by the noticeboard. The fire extinguishers and fire blanket must not be tampered with. If any damage is found or fire extinguishers have been discharged unnecessarily then a charge will be made.

### **First Aid Kits**

One is located in the kitchen and one in the bar. Please complete the accident book in the kitchen in the event of any incident.

## **Electrical equipment**

Any electrical equipment brought into the hall is at the hirer's risk and the Village Hall Committee accepts no responsibility for any damage to such items. They must be in good working order and used safely. This includes laptops and sound equipment.

## **Conditions of Hire and Health and Safety Policy**

Please refer to the Conditions of Hire for equipment which hirers are not permitted to bring into the hall, or not without permission. The Conditions of Hire also include more detailed instructions on safe use of the Hall. A copy of our Health and Safety Policy can be found in the Hall and is also available on our website and you are advised to read this before your event.

### **3 Procedure in the event of a fire**

If you discover a fire:

- Raise the alarm by shouting FIRE FIRE
- Evacuate the hall immediately via the nearest accessible exit, using all exits if practical
- Only consider tackling the fire with fire extinguishers if you are competent to do so and the fire can be safely tackled in that way, Do not put yourself at risk. **The priority is always safe evacuation of the building.**
- Proceed immediately to the assembly area in the car park adjacent to the Two Brewers. Person in charge of event to conduct a roll call and call the fire brigade on 999 – mobile signal is better outside the hall
- Do not leave the assembly area until instructed to do so by the fire brigade
- Do not return to the building

### **4 Accidents or medical problems**

- If an ambulance needs to be called, mobile signal is better outside the hall
- There is a defibrillator located on the outside wall of the Two Brewers pub with instructions for use
- There is a first aid box and an accident book in the kitchen to the right of the dishwasher. The accident book should be completed if an accident occurs

**Address for emergency services:**

**Village Hall, The Common, Chipperfield, WD4 9BS**

**Located behind Old School Cottages**

**what3words: desire.famous.trades**

## 5 Equipment in the hall

### Windows

There is a key for the windows on a hook by the information board in the main hall

### Tables

- The Hall has 14 x 6-seater tables (each 156cm x 73cm) and 3 x 8-seater tables (each 183cm x 76cm). All are rectangular. They are stored at the back of the kitchen. There are also some smaller tables usually stored on the stage.
- Children's furniture: there are four rectangular low tables each seating 6-8 depending on layout and 36 children's chairs suitable for age up to about 8. These are stored the lobby cupboard. You will be given access to these if you have requested them at the time of booking.
- **Please do not drag tables across the floor as it damages the floor.**

### Chairs

- There are approximately 105 adult chairs. Most are stored on the stage. 30 are stored at the back of the hall (marked with a red cable tie) and 20 in the kitchen (marked with a yellow cable tie). Please leave the chairs as you find them
- There are two trolleys you can use if you need to move a number of chairs (kept either on the stage or in the storeroom off the hall). Do not lift more than two chairs together
- **Please do not drag chairs across the floor as it damages the floor.**

### Cooker

Turn on at the switch on the wall behind the cooker to use oven(s) and hob. On first turning on the clock lights will flash and the oven will not turn on. Press the "cook" and "end cook" buttons together to bring oven into operation (see below)



Ordinary fan oven cooking for the main oven is selected with the symbol below.



There is an instruction booklet for the oven in the bottom drawer of the set of drawers below the hot water urn.

### **Kitchen – general**

- The Hall does not supply tea towels, hand towels or tablecloths. Please bring your own if you need them.
- There is a good supply of cutlery but no sharp knives, again please bring your own if required for cakes, etc.

### **Cleaning equipment**

- Brushes and mops are stored in the lobby between the stage and the kitchen. If there is a spillage please minimise the water used to clean up as water damages the floor
- Dustpan and brush are kept in the lobby or to the right of the dishwasher
- The dishwasher has its own feed of washing liquid and salt and there is no need to add anything

### **Fridge freezer**

There is a large fridge freezer in the kitchen and smaller fridges in the small bar. Please remove any left over food from fridges and wipe up any spillages.

### **Baby changing**

There are baby changing facilities in the disabled toilet. Nappies **MUST NOT** be left in any bin, inside or outside.

## **6 Lighting**

### **Hall lighting**

The main switch for the strip lights is located to the right on entering the main hall

There is an alternative switch which is located on the switch panel on the right of the stage, marked HALL. If you use this please switch it off when your event ends so that the lights can once again be switched on from the switch by the hall door.

Alternative lighting: there are spot downlighters, switched on using the labelled switches located on the right of the stage, to the right of the switch panel.

Revolving ball and spot lights: the revolving ball on the ceiling is switched on from the main switch panel to the right of the stage marked BALL. The two spot lights need to be switched on to illuminate the ball and the switches for these are also on the switch panel marked SPOT LEFT and RIGHT.

Fire Exit lights: it is a legal requirement that the Fire Exit signs be illuminated during any event or function. The switch for these is in the main panel marked EXIT.

### **Outside lighting and CCTV**

There is a light switch inside the front door to switch on outside lights. Please be sure to switch these off when you leave the hall.

There is also a push switch for the pathway lights.

There are outside security lights which are motion triggered. There are also CCTV cameras, which are remotely monitored.

## **7 Decorating the hall**

### **Curtains**

The curtains must not be removed for any reason.

Please ensure that curtains are opened and closed with the pull strings at the side and not by pulling them across

The stage curtains should similarly not be pulled across but opened and closed by the weighted pull cords on the right of the stage by the AV panel

### **Decorations**

Decorations, posters, banners or placards are not to be fixed to walls, fixtures or fabrics with tape, screws, nails or tacks or anything that will damage the paint or the fabric of the hall. You must not obstruct gangways, exits or entrances. The painted wooden board around the hall may be used to attach things to eg with Blu-tak, providing the paintwork is not damaged.

All decorations must be removed at the end of an event.

### **Bouncy Castles**

You may bring bouncy castles into the Hall and it is your responsibility to make sure anything you hire is safe and will fit. Please refer to the Terms of Hire for more detail about this and please familiarise yourself with the Health and Safety Executive guidance on the safe use of bouncy castles and other play inflatables.

See <https://www.hse.gov.uk/entertainment/bouncy-castles-safety-advice.htm>

## **8 Heating**

The hall has installed HIVE to control the central heating. Normally, the heating will be set to the length of your event and to an appropriate temperature and you should not need to do anything.

However, if during your event you want to change the temperature (up or down) you can do this by using the Hive thermostat. The thermostat is located to the left of the main kitchen door.

Push the main circular dial on the thermostat and the current temperature is displayed, along with the target temperature on the top of the display. Turn the dial clockwise to increase the target temperature or anti clockwise to decrease the target temperature.

After this, the hall temperature will change slowly (due to the size of the hall) to your new desired one.

Please record any heating problems/issues in the log book which is stored in the display board in the hall lobby.

## 9 Audio visual equipment

### Overview

- The hall is fitted with an audio system with both cable and radio microphones
- A hearing loop is available for those who are hard of hearing. If the loop is required, then a microphone will need to be used.
- A microphone stand is available, usually located at the back of the stage on the right-hand side
- There is an in-built projector with screen for you to display pictures, presentations or videos etc via your own laptop or DVD/Blu Ray
- Please advise the booking secretary at the time you make your booking if any of these facilities are required.

### Amplifier

This is located to the right-hand side of the stage in a metal cabinet with glass front door.



Photo 1: Main Hall Amplifier

## Readying the Audio Equipment for music, etc

- Locate the amplifier on the stage and turn on the master power switch (see photo above). Make sure all the plugs are plugged into the bar at the bottom.
- Set the master volume to half volume (see photo above)
- Connect your audio source using the supplied cables to the Projector Panel located behind the stage curtain on the right-hand side (See photo below).
- The hall has cables for connecting iPhone, android phones, CD or DVD players or laptops. These are stored in a plastic box on top of the amplifier.

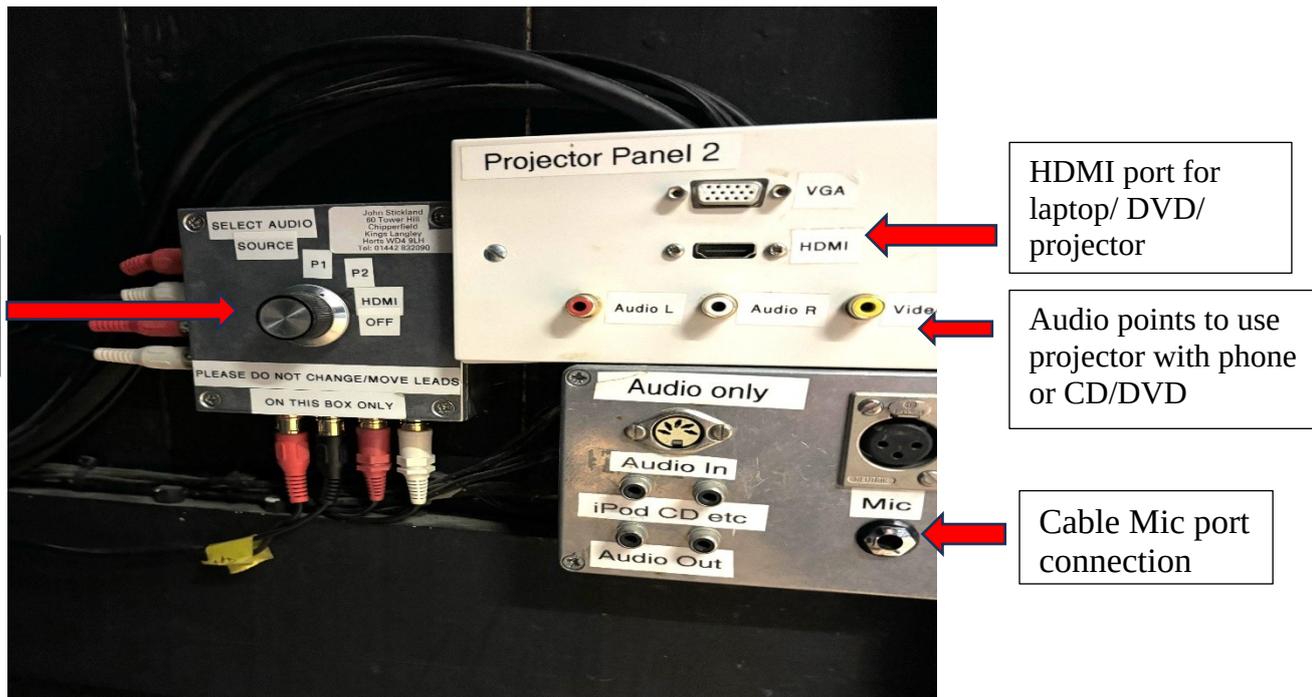


Photo 2 – Panel 2 Audio and Microphone connector

- Turn on your audio source and listen for sound over the Hall speakers
- Adjust the volume using the master volume control as shown in Photo 1 and/or adjust volume on your device.

## Using the cable microphone and or radio mics and hearing loop

- Obtain microphones from caretaker (stored separately).
- For the hearing loop to operate you need to have a microphone in use
- The radio mic amplifier and hearing (induction) loop driver switches must be turned on – these are labelled, see first photo for details
- If using radio mics, switch on individual mic(s) with button on base of mic. Volume can be controlled separately, coloured tape indicates which mic is which.
- If using cable mic, plug the cable mic into the socket as shown in photo above

- Use the master volume control on the amplifier to adjust the volume as required

## Using the projector

- Using a laptop, you can connect via VGA or HDMI cables – the hall has both types available
- You can also use a DVD player via HDMI cable
- There are two input panels to operate the projector – P1 and P2
- Panel 1 (P1) is located on the wall in the main hall halfway down on the kitchen side
- Panel 2 (P2) is on the right-hand side of the stage as you look at it from the hall, behind the stage curtain
- Plug in the main screen power lead and switch on. Lower the screen using the switch that is to the right and above the amplifier, marked UP/OFF/DOWN. The screen will stop approx. 200mm from the floor – once lowered please reset the switch to the OFF position
- Connect your video source to either P1 or P2 using the cables provided before turning on the projector.
- To switch on the projector – turn on the projector mains switch located near Panel 1 on the hall wall. Take the projector remote control (usually stored in plastic box on top of the amplifier, branded “InFocus”) and move round to the stage side of the projector. Point the remote at the front of the projector and press the Power on button **once**. After approx. 30 seconds the projection lamp will come on and its start up screen (InFocus) will be shown on the screen. Use the remote control ‘Source’ button and select Computer 1 or 2 OR HDMI 1 or 2.
- For sound when using the VGA output on your laptop, you will need to connect your headphone output to the audio connections on Panel 1 or 2.
- Test the set-up, picture quality and volume before your event. Use the Master volume switch on the amplifier to increase or decrease volume as required. Your volume on your laptop should be set to 50%.
- When the show/event is over, please return the screen to the UP position and reset the switch to OFF
- For the projector, first switch off using the remote control allowing at least a minute for the lamp to cool before switching off its mains switch on the hall wall (near P1)
- Turn off amplifier using the Master power switch.

## 10 Instructions for using the dishwasher

### Washing

- **Turn on the dishwasher as soon as you arrive. It takes at least 30 minutes to heat up completely.** Switch it on at the mains (plug is located near the hatch) and depress the left hand button on the machine until you hear it filling.
- The dishwasher has its own supply of detergent and rinse aid. There is no need to add anything.
- Wait for the temperature to reach above 80° before using (shown by the digital numbers on the right hand side). Right hand number is wash temperature and left hand number is rinse temperature. P1, P2 and P3 are the wash programmes.
- When ready load dirty crocks onto one of the trays located above the dishwasher, open door and place inside. Caution – loaded trays are heavy. For cutlery use the baskets by the sink, on one of the trays with no crockery prongs.
- Programme P2 (90 seconds) is recommended for light soil dishes eg cups and saucers
- Programme P3 (180 seconds) is recommended for dirtier dishes. Please remove excess food debris before loading.
- The cycle is complete when the light on the P button you have used goes out. Remove tray and place on draining board as it will drip as it continues to dry

### Emptying

- **When you have finished using it the machine needs to be emptied of water**
- Take out the front right hand square section of the mesh filter tray and take out the filter and the plunger located below
- With the door open, press P1 to start emptying the water
- Keep the button pressed until you hear it emptying and you can then release the button
- When emptying is complete please lift up the other mesh plates and wipe inside and rinse filter/plunger. Replace all and close.
- Turn off machine with left hand button and at the wall.

## 11 What to do on leaving the hall

- Please make sure you have emptied and switched off the dishwasher and urn and switched off the cooker, if you have used them.
- Make sure you have switched off any AV or other electrical equipment you have used
- Make sure all windows are closed and locked and close internal doors
- Please ensure that all lights are switched off especially in the toilets
- Switch off the outside lights with the switch to the right of the door, and push the round knob which will light the pathway
- All waste bins must be emptied including bins in toilets please. Rubbish bags should be placed in the large yellow bin at the rear of the hall. Please refer to the Terms and Conditions of Hire for our requirements regarding waste disposal.
- ALL FOOD WASTE and NAPPIES must be kept separate and taken away from the hall with you. DO NOT put food waste or nappies in the general bin
- If you are locking up the hall, please ensure that the key is returned to the key safe and the lock scrambled
- **If you are leaving the hall late at night, please do so with consideration for our neighbours**