



## Frequently Asked Questions

### Access

Your key will give you access through the front doors at the top of the Hall entrance stairs. Once you are in the Hall, you can open the side door that opens onto the car park, or the door at the stage end of the Hall. The side door has a ramp that allows for wheelchair access.

### Car parking

You are welcome to use the Council staff car park unless it is in use by staff.

### Lighting

Primary lighting controls are in the foyer of the Hall found on the panel next to the toilets. Gutter lights illuminate the fluorescents in the Supper Room. Add more info in here including picture.



These switches control the round lights on the ceiling of the hall. Switch it to HALL if you would like them on.

Switch to DIMMERS STAGE if you would like to use the dimming function. The dimmer switches are located off the stage, on the left.



These are the main hall lights located in the foyer of the hall.

- The top lights control the main square lights on the ceiling of the hall.
- The two left panels on the bottom row control the foyer of the hall and toilets.
- The right panel on the bottom row controls the fluorescents in the Supper Room.



DIMMERS STAGE switches are located on the left wall of the stage inside the cupboard.

These control the round lights on the ceiling of the Hall and can only be used with the DIMMERS STAGE switch has been flipped in the foyer of the Hall.

### Heating and Cooling

You will have received a controller when you picked up your keys. This one controller is used for all four air-conditioning units in the hall. Point the controller at the first unit and turn on. Then point the controller to the floor and turn off. Go to the next unit, point and turn on, repeat the process through as many units as you require.



These four units are heating and cooling.

There are two separate heaters in the Supper Room. These simply plug into the wall and are controlled on the top of the unit.



**Please make sure to turn all heating and cooling off when you leave the hall**

### **Tables and chairs**

There are ten rectangle tables, measuring 760x1830 and 740 tall

20 round tables 1830 in diameter and 740 tall

All tables are stored on trolleys located in the storage area at the rear of the Supper Room. Always use the trolleys to move the tables into location.

There are 200 chairs.

The chairs are located in the storage area at the rear of the Supper Room, and should be stacked eight high.

Please use the trolley to move the chairs, refrain from dragging them across the floor.

### **Kitchen**

There are 100 cups and saucers and 50 mugs for use in the Hall and kitchen. These must all be washed and returned to their cupboards after use. Please do not leave items in the dishwasher.

After using the kitchen, please make sure all surfaces have been cleaned, sinks emptied, and any left-over items in the fridge removed.

### **Rubbish**

There is one bin in the kitchen, and four wheelie bins outside the exit located at the stage end of the hall. Please remove all rubbish and place in wheelie bins after your event.

### **Toilets**

There are male and female toilets off the foyer of the hall, as well as an accessible toilet with baby change facilities.