

SHIPTON READING ROOM HIRER'S INFORMATION SHEET

(May 2022)

Note that, as the building is new to all of us, these notes will change regularly in the first few months of operation. Please do let us know of any issues you have with this Information Sheet.

Opening and closing the Reading Room

The Reading Room keys will be available from the Susan Livesey or Richard Bromwich unless otherwise advised and after locking up, must be returned there immediately. This doesn't apply to those registered keyholders

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period. When possible, we allow each booking 5 minutes each side of the hire to allow for basic set up and departure. If more time is required you need to book and pay for this time.

Please telephone Susan Livesey (07788 922078) or Richard Bromwich (01242 820280) in case of difficulty. Note there is list of committee members' contact numbers in the kitchen drawer.

Please leave the Reading Room clean and tidy in the same condition as you found it. Please **take your rubbish home with you as we have no refuse collection**. In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboard.

If a session is licensed, guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. In any case, after midnight (unless the event is New Year's Eve) only those helping to clear up the Reading Room should be on the premises.

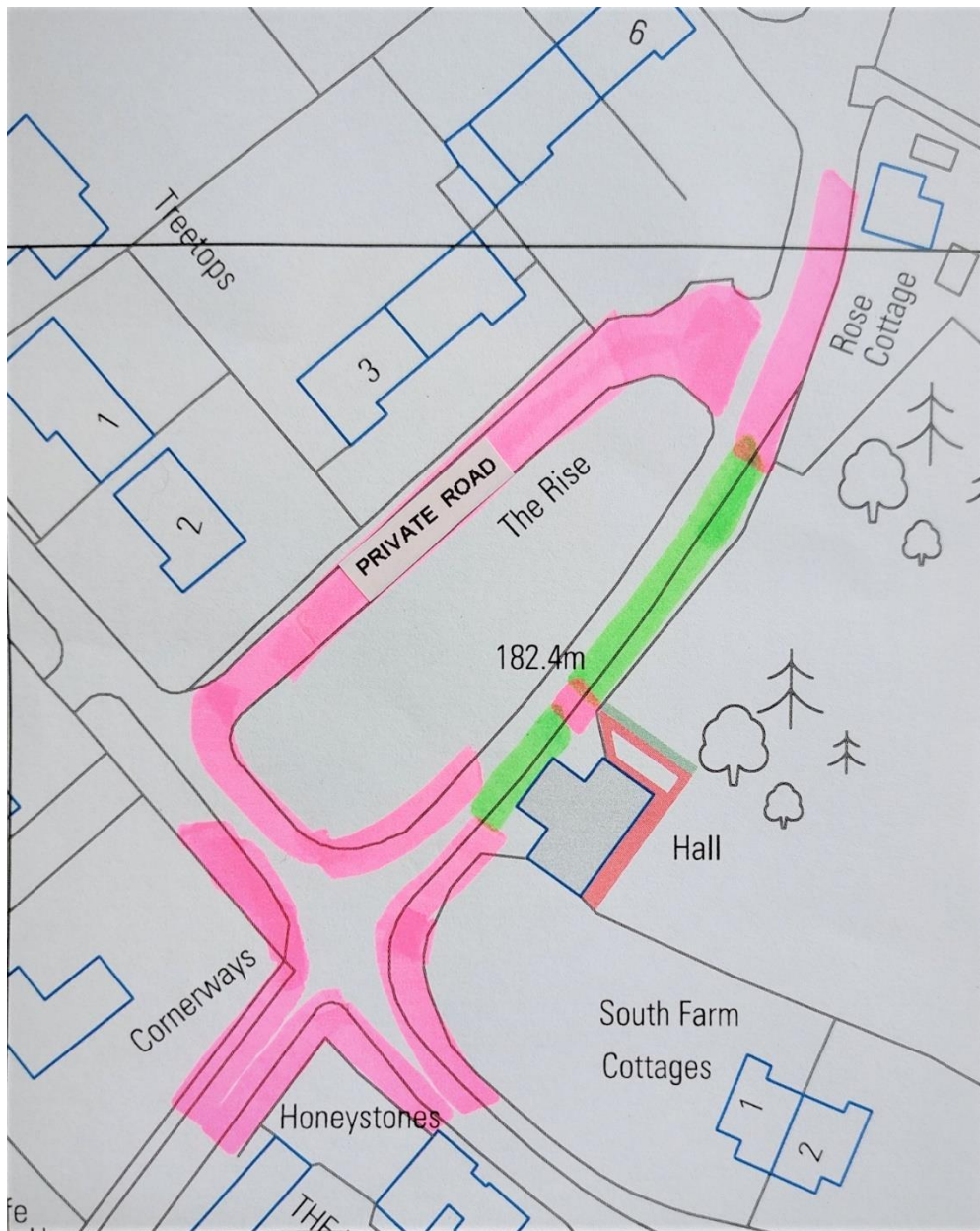
Parking

There is very limited parking at the Reading Room.

Whenever possible we encourage users of the hall to arrive without a car, but when driving is essential please be considerate about where you park

The map below shows those areas highlighted in red where you should not park within the immediate vicinity of the Reading Room. This is either because it is contrary to Highway Code and presents a hazard to other users (10 metres of a junction) or is private property. Please leave the paved area in front of the Reading Room gate clear for those with accessibility needs.

Be aware that very large farm vehicles travel along the road outside the Reading Room and you should ensure that wherever you park, there is plenty space for these vehicles to pass.



COVID Measures to be carried out.

Capacity limits have been lifted. However, people should remain considerate of anyone who is Clinically Extremely Vulnerable, for whom the advice to shield has been lifted. Social distancing rules are not in place; however the advice to individuals is to avoid close contact with anyone that they are not in regular contact with. Anyone with any symptoms should be advised not to attend (if anyone is in a household with another who has displayed symptoms in last 48 hrs they should not attend). Room is to be well ventilated at all times, using the roof lights. Hand sanitiser to be available. All table tops, other tops, sinks, basins (if used) to be wiped down after use. Users to dispose of all rubbish generated. Sports to be carried out in accordance with governing body guidelines. Sports equipment not to be shared.

Lighting

The lights in the kitchen, store room, toilets and lobby are all motion controlled. Only the main hall lights have switches. There are three switches/circuits and all dimmable. There are 16 spotlights: 4 in the bay closest to the fireplace/TV – switched by the first dimmer; 12 in the rest of the hall – switched by the second dimmer. Each beam has an up-lighting LED strip – these are switched by the third dimmer.

Hot Water

There are two hot water heaters. One in the kitchen under the sink to provide hot water for the kitchen and one in the cleaning cupboard to provide hot water for the bathrooms. If you need hot water please switch on at the wall when you arrive and then switch off again when you leave.

Electric Heating (Winter only)

We have set the heaters in the main hall to come on and go off at certain times during a 24 hour period and they should be on for your hire period. The only adjustments you should make are to press the up or down arrows to increase or decrease the temperature if necessary OR to press 'Advance' to either make the heat come on or go off depending on the starting point. If you use 'Advance' to put the heating back on after it has gone off for the night (probably around 10pm) please ensure you 'Advance' again to prevent it being on all night. Please do not change the settings on those heaters in the lobby or WCs. Do let us know if you have any problems with the heating.

Velux Windows

The skylight windows in the main hall are operated electronically and the controls can be found just inside the kitchen by the door. There is a control for opening and closing the windows and one to open and close the blinds. Both are marked. **Press the up arrow to open the windows/blinds and the down arrow to close the windows/blinds.** Note that all 4 windows are synchronised and cannot be operated separately.

Internet

The Reading Room benefits from High Speed Internet – the password is **bV6PHVPxa6dD9D** **this may change to something more user friendly.**

Bar Shutter

This is operated by a key to the right of the shutter within the kitchen. **Turn clockwise to close and anticlockwise to open.** Be aware that if the Fire Alarm goes off the Shutter will go down and will damage anything left on the bar.

Kitchen Appliances

Instructions for the kitchen appliances can be found in the middle drawer.

Consideration for others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk is disturbing to local residents.

As the walls are newly painted – please do not fix anything to the walls. This includes Sellotape and Blue Tack, both of which will leave marks or lift the paint.

Faults/ damage/ comments

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of the Reading Room.

General Safety

A first aid box is located in the kitchen.

The maximum capacity of the hall is 120 – do not exceed this number. This number applies only to events when everyone is standing. **In due course we will provide maximum capacity for different usage scenarios.**

The hire of the Reading Room doesn't include access to the land behind – please keep away from there.

When moving the chairs in and out of the hall please only move one chair at a time and do not stack them higher than seven chairs.

The kettles should only be used in the kitchen and children must be kept out of the kitchen area unless a responsible adult is present.

Please check for exposed wires or damaged cable before using any electrical appliance.

All sockets must be switched off and appliances unplugged at the end of the session. See separate guidance for the electric heaters.

Please do not allow children to climb on the windowsills. There are no window locks and there is a steep drop at the back of the building.

Do not allow anyone to swing on the roof beams.

Note that the floors can be slippery when wet – ensure all spillages are wiped up immediately.

The electric heaters may be hot to touch – keep children and vulnerable people away from them.

IMPORTANT: Road Safety and Children

The entrance to the Reading Room is very close to the road where vehicles (and large farm vehicles) can pass at speed. The gate outside the entrance must be kept closed when children are attending an event within the reading room – this is to prevent road accidents caused by a child running out of the Reading Room onto the Road outside.

Fire Safety

The Reading Room has a No Smoking Policy.

In the event of a fire, the Reading Room should be evacuated using the two fire exits in an orderly manner with occupants gathering on the green opposite, and the Fire Brigade called by dialling 999. There is no phone in the Reading Room so you should bring a mobile phone with you. **The signal in the Reading Room is now quite poor so you should move outside to make the call or use wifi calling**

You should acquaint yourselves with the location of, and of the instructions on the use of the fire extinguishers. The location of these are shown on the attached plan of the Reading Room.

You must not use flammable decorations. Any decorations must be kept well away from the heaters.

Do not use extension cable or multiple socket adaptors. All equipment electrical equipment brought in for use in the Reading Room must be PAT tested.

You must not use candles or other naked flames in the Reading Room

IN THE EVENT OF A FIRE

Sound the Alarm by operating the nearest Alarm Call Point

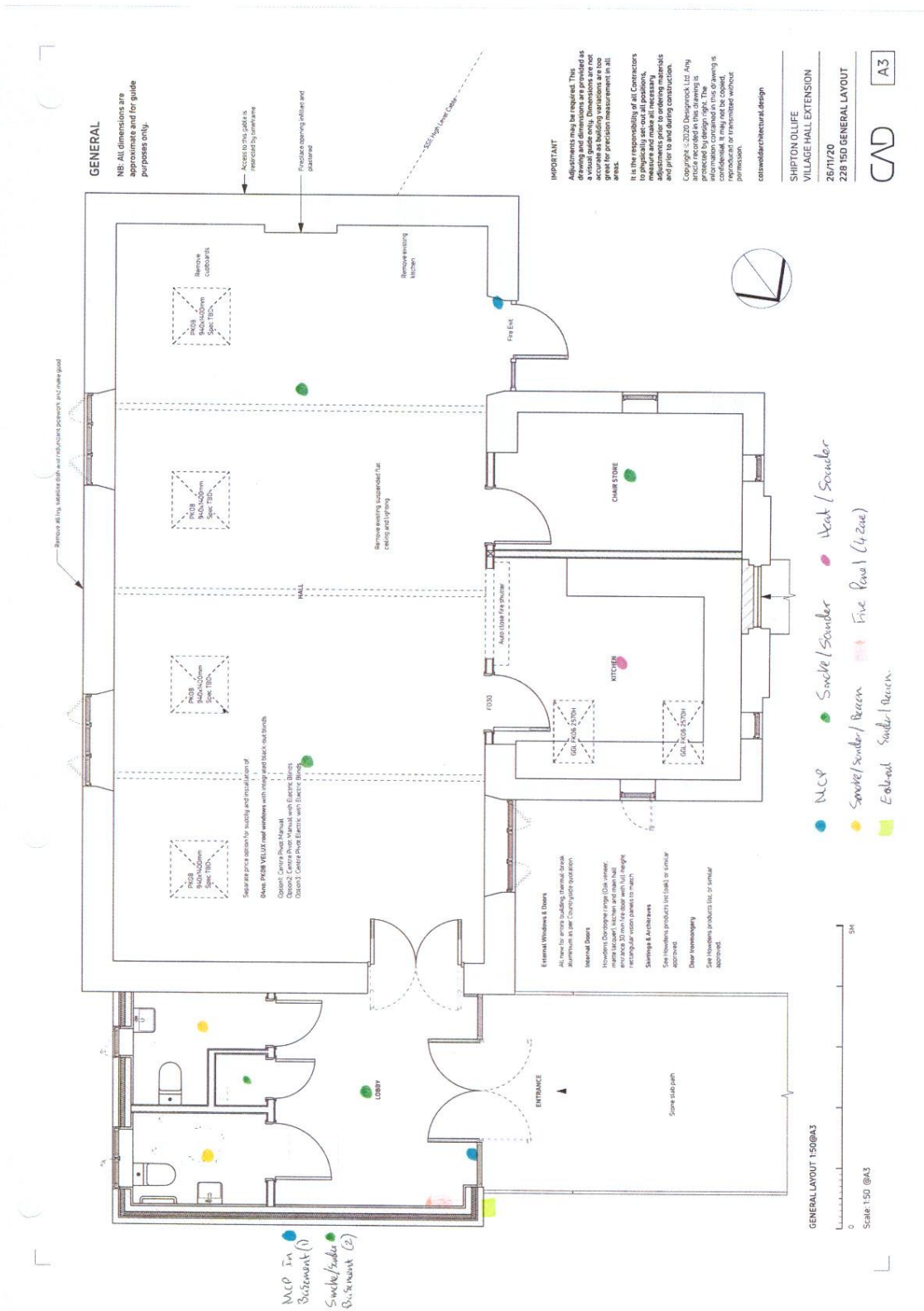
Dial 999 to call the Fire Brigade

Leave the building by the nearest available exit

Assemble on the Village Green opposite the Reading Room

Do not stop to collect belongings

Location and use of fire equipment for hirers:



Leaving the hall after you hire – checklist

Please leave the hall as you in the same clean and tidy state you found it.

Please take all your rubbish with you – our rubbish is not collected by CDC.

Ensure all lights in the main hall are switched off using the 3 switches. Ensure they are actually off and not just dimmed low.

Ensure all appliance are switched off and unplugged but leave radiators as you found them.

Switch off the water heaters if you have switched them on

Please double check the fire exit door in the main hall is firmly closed.

Make sure you have locked the main door as you leave the building and close the front gate.