

THRELKELD VILLAGE HALL



Ideal for classes, meetings, parties, funeral teas, films, music events, theatre productions, wedding receptions and as a camping barn.

See our special leaflets for Weddings and Camping.

03 August 2018

SUMMARY of FACILITIES and USER GUIDE

WELCOME

Welcome to Threlkeld Village Hall. It has been here since 1901, but In March 2014, a major revitalisation and extension scheme was completed, to create a warm building with modern facilities.

Our Village Hall is run by Volunteers who need your help to keep the facility in good condition, for everyone's benefit.

This Guide explains about the Hall and how to use it. The Guide gives more detail on how to observe the terms and conditions of Hire which you have agreed to, as well as providing other useful tips and guidance to make your use of the Hall a good experience.

This Brochure refers to other important documents which are on the website or otherwise available in hard copy or via email. These include:

- *Terms and Conditions and Charges*
- *Village Hall policies*

Photographs and up to date information are available on the Village Hall website <http://threlkeldvillagehall.org>



CONTENTS

SUMMARY of FACILITIES AVAILABLE	3
Main Hall.....	4
Meeting Room (Coffee Shop)	4
Kitchen	4
Toilets and Showers.....	4
BOOKING THRELKELD VILLAGE HALL	4
SAFETY	5
Fire	5
Ladders.....	5
Kitchen	5
EMERGENCIES and ACCIDENTS.....	5
LOCAL CONTACTS	5
ACCESS ARRANGEMENTS & KEYCARDS	6
EQUIPMENT AND FURNITURE	6
AV System	6
Stage and Stage Lights	6
Tables and Chairs	6
Room Dividers.....	7
Fans and Ventilation	7
ALCOHOL POLICY	7
PARKING.....	7
CLEARING UP AND LOCKING UP	8
OVERNIGHT CAMPING.....	8
OTHER POLICIES.....	8
COMPLAINTS.....	8

HISTORY OF THRELKELD VILLAGE HALL

The Village Hall dates originally from 1901, when it was built on land donated by a local benefactor. It has been extended and improved over the years, and continues to serve as the main place of public assembly in Threlkeld, used for a whole range of social, recreational, educational and civic purposes.

The recent revitalisation cost over £650,000; most of the money was provided by funding bodies, in particular by the Big Lottery. A list of the main funders is displayed in the main corridor. The project followed a five year campaign and active fundraising by the local community.

The Hall now contains the Coffee Shop operated by a Community Interest Company owned by the Village Hall Trust, on behalf of the community, with all surplus proceeds going for local public benefit. This is a high quality, professionally managed commercial operation, open 10am-5pm (10am to 4pm in Winter).

HOW TO GET HERE

By Car: The Village Hall is on the road through the village. It can be approached from either turn into Threlkeld off the A66. It has a small car park, with one space dedicated to disabled car users.

By bus: The Keswick to Penrith service stops close by.

By Bike: The Hall is on the C2C route and there is cycle storage in the car park.

By Foot: Threlkeld is at the centre of a network of footpaths and walking routes.

Threlkeld Village Hall

Threlkeld

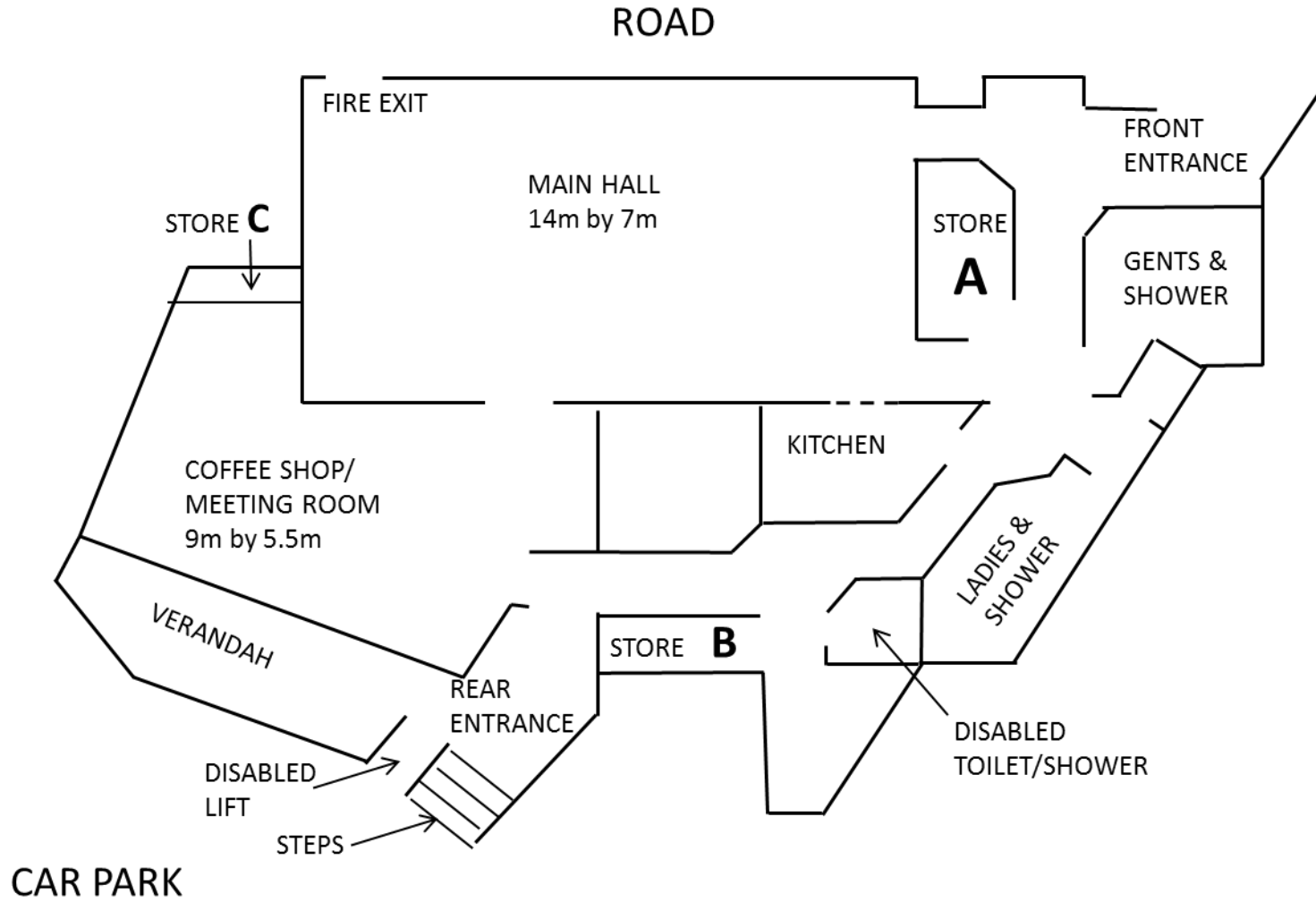
Keswick

Cumbria

CA12 4RX

<http://threlkeldvillagehall.org/getting-here>

SUMMARY of FACILITIES AVAILABLE



Main Hall

- Approx 14m by 7m
- Can accommodate up to 100 seated at tables and up to 120 theatre style.
- Quality wooden floor
- Up to 120 chairs
- Up to 10 large folding tables (1.8m by 0.75m)
- Up to 16 Small folding tables (0.9m by 0.75m)
- Up to 5 large round tables (1.5m diameter)
- Platform staging up to 18m² by prior arrangement and erected and dismantled by us.
- AV system with microphone, DVD player, projector & screen with connections for laptops, ipods, phones.
- Stage Lights
- Exercise mats and mirrors for dance/exercise groups.
- 5 Sound screens which can be used to divide the space

Note prior arrangement required for more than 60 chairs, the stage and if all tables needed.

Meeting Room (Coffee Shop)

This room is used by the **Coffee Shop** from 10am-5pm daily (10am to 4pm in Winter) so is only available to hire after 5:30pm (4:30pm Winter). When open it provides a range of drinks, light meals and cakes.

There is an interconnecting door between the Main Hall and this area. Normally this will be kept shut unless you have booked both rooms.

- Approx. 9m x 5.5m
- Will seat 40 people depending on layout, but ideal for meetings of up to 20.
- Portable digital projector and screen by prior arrangement
- Beautiful views to Clough Head and St John's in the Vale
- Windows opening onto a small verandah.

Kitchen

Use of the well-equipped Main Hall Kitchen is included in hire charges for both the Main Hall and the Meeting Room. **However, this is not 'exclusive use' unless you have booked both the Main Hall and the Meeting Room.** There is a hatch and counter top between the Main Hall

and the kitchen, to allow food and drink to be served direct (or used as bar if desired).

The kitchen is equipped with:

- six hob electric cooker with fan oven and normal oven
- countertop grill
- 1500watt microwave
- full height fridge.
- separate freezer
- "hot cupboard" on castors
- large steel trolley
- dishwasher
- kettles and a water boiler
- two portable vacuum urns
- white crockery for up to 80 people
- 80 place settings of cutlery (by prior arrangement)
- pans, dishes, utensils etc
- polycarbonate pint, half pint and wine glasses
- sink and a separate wash hand basin
- red table cloths (and white ones by prior arrangement)

Toilets and Showers

The Gents and Ladies toilets also include a shower cubicle. A disabled toilet/wet room also incorporates an accessible shower area and baby changing facilities.

BOOKING THRELKELD VILLAGE HALL

Full details of how to book, charges (standard and local rates) and related information are set out in a separate **Schedule of Charges** which can be viewed online at

<http://threlkeldvillagehall.org/hire-the-village-hall>;

or email bams@btconnect.com for information and a copy.

or phone 07563 619358.

SAFETY

Fire

- On arrival, all Hall users should familiarise themselves with the location of fire exits, fire alarm points and fire extinguishers, and with the fire safety instructions posted in the building.
- The Hall is equipped with heat and smoke detectors and fire alarms. Any fire alarm must be regarded as genuine and the Hall evacuated and the emergency services summoned unless judged unnecessary.
- The assembly point for a roll call after evacuation is the car park entrance a few yards from the Village Hall in the Keswick direction. Nobody should take risks in re-entering the building. There is a list of responsible people who can be "called out" displayed in the front entrance noticeboard.
- Conduct within the Hall must avoid fire hazards.
- No supplementary heaters or portable stoves of any kind are allowed.
- Electrical sockets must not be overloaded.
- No candles or other naked flames.
- No smoking
- Do not obstruct the emergency exits or have trailing leads across them.
- Do not attempt to obscure the emergency lighting.

Ladders

- If you are intending to use the tall ladders, you will be shown how to assemble and use them correctly. It is your responsibility to use them in the correct manner.
- Small step-ladders (Store A) are available to access the window ledges in order to open/close the windows.

Kitchen

- All appliances to be used correctly and not left unattended
- Children MUST be accompanied in the kitchen at all times.
- No animals allowed
- When cooking open roof ventilator to prevent false alarms by excessive smoke or fumes

EMERGENCIES and ACCIDENTS

- Emergency contacts in the event of fire or flood can be found in the front entrance noticeboard
- A defibrillator is located at the front entrance. Phone 999 to get the access code
- A First Aid kit is located in the kitchen
- In the event of an accident during your visit please report the details to the bookings secretary afterwards so we can record the accident and learn from it
- In the event of power failure contact one of the local hall contacts listed below. If this happens overnight, please wait until the morning if possible.

LOCAL CONTACTS

Police: Dial 999 if necessary. Dial 101 for non-emergency contact. Or email: EdenNPT@cumbria.police.uk

Medical emergencies: Dial 999 to call an ambulance if necessary. The following contacts may be helpful.

Doctors: Castlehead Medical Centre, (017687 72025)

Hospital: (for minor injuries) Keswick Cottage Hospital (01768 245678)

For more serious injuries, call an ambulance or go to the Cumberland Infirmary in Carlisle or the drop in centre in Penrith Hospital.

Hall Use Problems:

- When the Coffee Shop is open the Staff may be able to help or contact someone who can.
- Sylvia Tuer - Grange Farm, which is next door to the Village Hall. Tel: (017687) 79729
- Neil Beresford - St John's View, which is on the left about 200 metres along the road towards Keswick, telephone (017687) 79017
- Steven Oldfield - Beckside, which is on the right hand side of the road at the Keswick end of the village, on the junction with the road up to Wescoe - telephone (017687) 79950

ACCESS ARRANGEMENTS & KEYCARDS

Access to the Hall is controlled by electronically programmed Keycards which must be presented to card readers on most external and internal doors. These cards will be programmed with the parts of the building, times of day and time period which has been booked. Users will normally be issued with one card. If more are needed please make arrangements for this when booking.

Main points of using the system are:

- all doors can be opened from the inside at all times and the automatic doors always open automatically when leaving the building; so you will not get locked *inside*
- the external doors will open automatically during the day but if you are using the hall in the evening or overnight you need to take your card with you to get back in.
- present the card to the sensor on or close to the door. A light goes green to indicate open and red to indicate locked.
- ***when finished, use your card to lock ALL rooms to which you have had access. You do not need to lock the external doors as this will happen automatically.***
- ***If you have used the main hall, make sure the fire exit to the street is closed***
- unless told otherwise, when finished please leave your card behind in the Village Hall post box by the front door. We will know who it is from. NOTE: We charge for non-return of a keycard

EQUIPMENT AND FURNITURE

AV System

In the main hall the AV system is in a cupboard with a combination lock. You will be given the code if you want to use this facility. The AV system includes:

- **Screen and Projector:** The Main Hall is equipped with an electrically operated retractable screen at one end; and a ceiling mounted digital projector. Leads are available to connect laptops. We have a portable digital projector and screen for occasions when the larger screen is unsuitable, or for operation in the Meeting Room.
- **DVD Player:** For playing films or viewing photos/video on a disc.

- **Wireless Microphone**
- **Connections for Music on Laptops, iPods or phones**

The AV system is switched on and off by one main power switch. Remote controls are provided to operate the DVD player and projector. Simple instructions are provided on the inside of the door of the cupboard and on videos available on U-tube.

Stage and Stage Lights

Use of the staging and lights needs to be agreed in advance.

The staging comprises of 9 sections each 2m by 1m and is usually arranged to give a stage 6m by 2m or 6m by 3m. The stage must be booked in advance and will be erected and dismantled by us. **There is a small extra charge for staging**

The stage lights are operated by a lighting desk, located in the AV cupboard and connected to wall sockets. Unless you have a competent lighting technician, these are simply ON or OFF. If you need to re-direct any of the lights you need to discuss this with us beforehand.

Tables and Chairs

Chairs:

- 120 chairs. 60 in the hall stacked 5 high. 60 more in Store C **which can only be accessed outside coffee shop hours.**
- **Use of more than 60 chairs is by prior arrangement to ensure they are available**
- DO NOT drag chairs across the floor. Use the provided trolleys.

Tables:

- 10 folding large oblong tables (1.8m by 0.75m) in Store A
- 16 folding small tables (0.9m by 0.75m) in Store A
- **If you want to use ALL the tables, please mention this in advance as some of them may be in use elsewhere within the building**
- 5 round beech tables (1.5m diameter) in Store B.

Room Dividers

- 5 portable room dividers which can help break up the Main Hall and also can be used as display boards. Stored in the Main Hall by the fire exit. The feet for the stands are in Store A.

Fans and Ventilation

- **Windows:** Use the small step ladders in Store A to access the window-ledges to open/close windows.
- **Fans:** There are de-stratification fans installed on the ceiling to even out the temperature. They are controlled by 4 switches near the door through to the Coffee Shop. Please switch off after use.
- **Meeting Room (Coffee Shop):** Folding doors to the verandah can be opened. Please close and lock afterwards. To lock them you need to raise the handles while turning the knob. There is also a Ventaxia ventilator in the far corner. The switches for this are straightforward.

ALCOHOL POLICY

The Hall has a licence for the sale of alcohol. The Village Hall Trust Management Committee is responsible for ensuring that any sale of alcohol is within the terms of this licence as required by the law. Where alcohol is provided for sale at an event or activity, the licence provisions must be observed. As well as direct sales across a bar, any supply of alcohol which is linked to purchase of some other item or is included in the entry fee etc is classed as sale of alcohol.

Where any hirer of the Hall intends to sell alcohol at an event, then they must

- state this in their Booking Confirmation Form
- pay a small fee to the Hall for the use of the licence
- certify in their Booking Confirmation Form that they have read these provisions and will abide by them
- ensure that anyone engaged in the sale of alcohol is aware of these provisions

They must ensure that:

- small measures as follows are available and this availability publicised:
 - beer or cider - half pint
 - gin, rum, vodka or whisky - 25ml or 35ml
 - still wine in a glass - 125ml

unless the drinks in question are sold or supplied in pre-sealed bottles or cans

- there are no irresponsible promotions of alcohol
- there is no dispensing of alcohol directly into customers' mouths
- tap water is available at no cost
- people who are under 18 are not served; individuals who appear to be under the age of 18 years of age must produce on request (before being served alcohol) identification bearing their photograph and date of birth
- alcohol is never served to anyone who is drunk or disorderly
- people leave the premises in a quiet and orderly manner and do not cause any disturbance to neighbours.

PARKING

There is a small car park which accommodates 15 cars, including one space dedicated to disabled car users.

You can park on the roadside but please do not park across the front entrance or fire exit.

Just beyond the village hall towards Keswick is Station Road which is a Dead End and provides plenty of space for parking. Also, about 300m up Blease Road opposite the hall there is a car park.

CLEARING UP AND LOCKING UP

It is important that you clean up at the end of your hire period. In particular please:

- Make sure the kitchen is left clean and items put away correctly.
- Mop up any spills (mop in kitchen)
- Sweep up. (brush in kitchen and large sweeper in Store A for the hall)
- Wipe down all the tables used and put away.
- Stack chairs and put away using chair trolley
- **Leave no food**
- Put waste in the appropriate bins in the kitchen – the recycling bin is for plastic bottles, cans and glass only.
- If you have a large function (camping group, party or wedding) you will be asked to remove **ALL your waste**. Recycling can be taken to a recycling centre about 100m up Blease Road opposite the hall
- If you have used the meeting room/coffee shop, you must return it to how you found it.

We reserve the right to charge for failure to clean up and for disposing of excess rubbish

OVERNIGHT CAMPING

The Hall can be hired by groups for “camping”. ***Camping groups must take special note of the references in this document to safety, security, fire precautions and general use of the building.***

There are some special points which relate to these groups:

- a camping group must normally restrict itself to the Main Hall
- remember this is a public space when you go to use the showers and dress appropriately.
- Do not leave valuables in the hall
- camping groups must not use any gas or paraffin stoves; only the Hall kitchen equipment must be used for cooking
- the sensor operated lights in the toilets go out if there is no movement for a long period of time (consider when showering!)
- the Emergency Exit lighting is always illuminated and no attempt must be made to switch it off or obscure it
- ***make sure you take a keycard if you leave the building in the evening or overnight in order to be able to get back in***

OTHER POLICIES

No Smoking

The Hall and its exterior areas are a “no smoking” area. This includes the verandah, car park and front porch.

Music

The Hall has PRS and PPL licences allowing use of live and recorded music. These apply to all Hall users. ***However anyone playing recorded music as part of an event for which a fee is charged (such as an exercise class) may need to have their own licence.***

All music must stop at midnight at the latest.

You are reminded that Threlkeld Village Hall is set in a residential area and excessively loud music must be avoided.

Films

The Hall has a local authority license to cover the showing of films, but this is not the same as a license from a film distributor. A license to view a film is almost always needed for any showing in the Village Hall, even when it is a private event; the Village Hall Trust will assume that anyone showing a film is aware of this requirement and has obtained the necessary license from the film distributor.

Protection Policies

The Village Hall Trust has Policies covering, amongst other things:

- Health and Safety
- Equal Opportunities
- Child Protection
- Environment
- Data Protection

These policies are displayed in the Hall. We expect all people who book and who use the Hall to comply with them.

COMPLAINTS

We are always interested in feedback on your experience of the Hall, positive or critical. If you do have any cause for complaint, please mention this to the Bookings and Marketing Secretary.