

Axbridge Town Hall

(Do not Remove)

Axbridge Town Hall User Guide

Please use this guide to familiarise yourself with the hall and its facilities so that your event runs smoothly and safely.

We welcome feedback so that we provide a hall and services that the community want and can be proud of.

Please email axbridgetownhall@gmail.com if you have any comments.

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1. Gaining Entry & Licences
2. Fire and Safety procedures
3. Health & Safety
4. Looking after the hall
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8. Emergency contacts
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Appendix 1 Town Hall Map (Utilities marked)

In the event of problems, please call the Town Hall Manager on:

07873 540466 or 07780 963738

A Booking Form and our Privacy Policy can be download from:

<http://www.axbridge-tc.gov.uk/trust/TownHallBookings.html>

Data collected during a Hire will only be used to administer the booking according to our Privacy Policy.

Call the Town Hall Manager to discuss.

Town Hall capacities and costs are shown on the Town Trust Web Site.

Axbridge Town Hall

1. GAINING ENTRY & LICENCES

Hall Access:

Access arrangements for the hall will be confirmed once the booking is confirmed and hire fee fully paid.

If you are using the kitchen facilities, please take your own tea towels and bin bags to remove your rubbish!

Council Chamber Access:

From time to time the Council Chamber is also hired out.

Access will be arranged for you once your booking is confirmed and fully paid

Please treat the facilities with respect.

NB There is no disabled access to the Council Chamber.

Licence:

When you hire the Hall either for a series or a one-off event, part of the agreement will detail the hours of hire and whether an alcohol licence is required.

The Trust administer these licences and generally apply the same rate as that charged by Sedgemoor for one-off alcohol licences. Where a licence is granted, alcohol may only be served between 09:00 and 23:30 hrs.


Axbridge Town Hall

2. FIRE SAFETY & HEATING

On arrival, please familiarise yourself with the location of fire exits, fire alarm points and fire extinguishers, and with the fire safety instructions posted in the building. Disabled people can exit the building via the front door or from the side doors on the left toward the back of the hall.

The Hall is equipped with smoke detectors and fire alarms (see below). Fire alarms are tested regularly so any alarm must be regarded as genuine, the Hall evacuated and the emergency services called unless judged unnecessary by the hirer – **IF IN DOUBT, DIAL 999!**

Evacuation:



EVACUATION PROCEDURE

1. When alarm sounds, leave by the nearest exit
2. Proceed in an orderly manner to your assembly point;
In front of the **GEORGE HOUSE, Axbridge Square**
3. Remain there until the all clear
4. If in a group, follow the group leaders instructions

The **assembly point** for a roll call after evacuation is the **Old George House**, located on the opposite side of The Square.

Nobody should re-enter the building until told to do so by the fire services officer in charge.

Axbridge Town Hall

Smoke Detectors:

There is a smoke detector located in the hall for your safety.
It is situated above the serving hatch, on the ceiling.
Please do not place food heaters underneath as they will set off the alarm.



If the alarm is set off accidentally,
it can be deactivated in the disabled toilets. To silence the alarm in the case of a false alarm only, enter code '3112' on the alarm panel and follow the instructions shown.

**The Town Hall Manager must be informed
even if the alarm has been set off accidentally.**

Minimising Fire risks:

No smoking is allowed in the Hall.
Do not obstruct emergency exits.
Do not obscure emergency lighting.

The hall is heated:

- other forms of heating are **not** allowed
- electrical sockets must not be overloaded
- candles and naked flames are **not** allowed except birthday cake candles
- stoves must be switched off or kept under observation when in use.

Fire Equipment:

See **Appendix 1**

- | | | |
|-----------------------------------|---------------------------|-----------------------|
| • Kitchen: | Fire Blanket | CO2 Fire Extinguisher |
| • Hall Fire Exit | Alarm & Fire Extinguisher | |
| • Bar | Foam Fire Extinguisher | |
| • Stairs to Council Chamber (Top) | Foam Fire Extinguisher | |

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Heating:

The following notice describes the actions that can be taken if the heating needs to be adjusted.

IMPORTANT!

The timer is set for classes needing hot water/heating during the week

Please do not adjust it

Please use the radiator thermostats and ceiling fans to adjust the Hall temperature as required

If you need to change the heating system settings, please call the Town Hall manager on 07873 540466

Lights:

The lights for the Hall are on the left as you enter the Hall from the lobby (between the door and the gents).

The press and slide switch operates the chandeliers.

Separate switches control the lighting at the far end of the Hall (right hand wall before you enter the kitchen).

A dimmer switch near the door to the upper floor controls the wall lights.

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3. HEALTH & SAFETY

Steps:

Steps are located in the store, please use them, do not stand on chairs or tables



Doors:

Please be careful of swinging doors especially when there are small children around – specifically the main Hall doors and the Kitchen & storage area doors.

Chairs:

Please do not stack more than 5 high.

When moving, please use the chair trolley so that the floor is protected.

Tables:

Take care not to damage the Hall floor when erecting tables.

Do not block any safety exits.

Use the retaining straps when moving the trolley and ensure that table feet are on the inside of the stacked tables.

The trolley and tables fit in the utilities corridor where the chairs are stacked.

Disabled toilet alarm

If the call alarm in the disabled toilet is activated, it must be reset using the control panel which is in the bar area to the left of the serving hatch.



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4. LOOKING AFTER THE HALL

Please leave the Hall in a clean, tidy and safe condition.
It helps us to minimise costs and keep the building in good order.
Please do not affix anything to the walls.

Take your rubbish with you.

Cleaning materials such as detergent and cloths are available in the kitchen.
The store room can be accessed if needed. There is a key with the front door key.
Entry is gained to the left of the kitchen. The room contains brushes, mops, a Hoover and dustpan and brush. Table trolleys are often stored in this alley way but they can be moved.

Tea towels are **not** provided **nor** are black plastic bags to dispose of rubbish.
Please bring your own.

Please tidy up after yourself.

PLEASE TAKE YOUR RUBBISH WITH YOU



We have no means of disposing of rubbish, hirers will be contacted to remove rubbish left behind, if not cleared a charge of £10 per bag will be made to cover costs including sorting for recycling.

Normally there will be:

dustpan & brush, dry floor mop, brush, kitchen mop & bucket,
dishcloths, fairy liquid, scourer, anti-bacterial spray,
CiF, Flash or multi purpose cleaner which can be diluted for use.

If these items are unavailable or unsatisfactory please leave a note for the Town Hall Manager on the kitchen Notice Board.

Switch off all electrical appliances and water taps before leaving.


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5. KITCHEN & APPLIANCES



Dishwasher:

Dishwasher


“Dishwasher” Switch should be ON
Located to the Right of the sink

Press On/Off  **- fill with water**

Takes around 20 – 30 minutes to heat up.

  **Glass/Plate – select as needed**

Press Start – begin the cycle

Press On/Off  **at the end**

Remove plug to empty water

Clean out food debris.

Cooker Extractor:

The gas appliances in the kitchen will only operate when the ventilation system is operating.

If the system fails:

- Check the key switch is on
- Make sure all switches are on (see photos below)
- Check there is power to the unit
- Check that GAS ON is lit and that the Emergency buttons are not depressed.
- Reset the panel using the ON/OFF switch.
If the Emergency Stop button is still depressed the EM Stop light will be on.



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If **FAN Fault** is shown call an engineer on
0117 963 4492.

Hot cupboard

Please switch on 20 minutes prior to use.

1. Turn black knob to hot.
2. Hold in bottom red button and click top red spark. This will light.
3. To increase heat turn anti clockwise and the flame will expand.
4. Turn off: turn knob back and press both bottom buttons together.
5. Please turn off after use.

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Cooker:



Hob burners are manually lit, not automatic/push-button, a gas igniter is located in the cupboard to the right of the cooker, please return it after use.

Lighting the Open Burners

Flame Failure Protection is incorporated for each burner by way of a thermo-electric system which will shut off gas supply to that burner in the event that the burner goes out, so that un-burnt gas is not expelled.

1. Ensure the mains gas supply is turned 'On'.
2. Select burner required, turn the gas control knob anti-clockwise to 'HIGH' position.
3. Hold gas control knob depressed and manually light the main burner.
4. Release gas control knob after approximately 10-20 seconds after lighting burner.
5. Burner should stay alight - if not, repeat Steps (2. to (4. above.
6. To adjust the temperature required, rotate gas control knob between 'HIGH' and 'LOW' positions.

Turning 'OFF' the Open Burners

1. When main burner is not required, turn gas control knob clockwise back to the 'OFF' position, burner will extinguish.

Oven



Warning

CARE IS REQUIRED WHEN OPENING HOT OVEN DOOR TO AVOID EXPOSURE TO HOT OVEN AIR AND VAPOURS.

Lighting the Oven Burner

1. Ensure the mains gas supply is turned 'On'.
2. Open Oven doors.
3. Rotate thermostat control knob to the maximum temperature marked on the knob and hold knob depressed.
4. Press the Piezo Ignition Button on the control panel.
5. Release gas control knob after approximately 10-20 seconds after lighting burner.
6. Oven Burner should stay alight - if not, repeat Steps (3. to (5. above.
7. To adjust the temperature required, rotate oven gas control knob to the temperature required.

Turning 'OFF' the Oven Burner

1. When oven burner is not required, turn oven temperature control knob fully clockwise to the 'OFF' position, burner will extinguish.

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Urn:

- Fill urn to the desired level;
- Plug in and turn on at the wall;
- Press the On button and turn the dial to 100° (boiling point). Once hot, the orange light shows that it is being kept warm.
- Refilling: Caution! Please do so with care as the lid becomes very hot (use a cloth).

A full urn will take 20-25 minutes to heat up.



- After use, turn the dial back to zero and switch off at the wall.
- When cool please empty the urn.

Fridge:

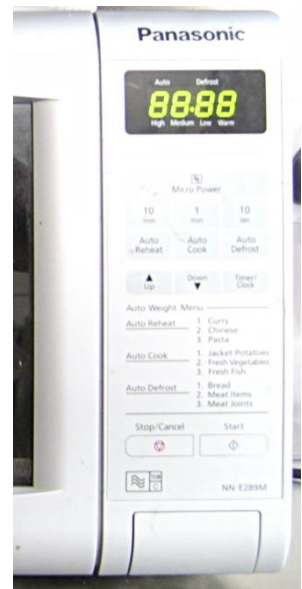
The fridge will normally be left switched on.

Microwave:

This is a normal domestic Panasonic NN-E281M microwave as shown opposite. It is serviced every year.

Please wipe clean and dry after use.

NB Do **not** place anything on the top of the microwave.



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Food Preparation:

The kitchen has been fitted out with stainless steel surfaces.
This helps everyone maintain a high hygiene standard.
Please follow the food preparation notices when preparing food.

PREVENT POISONING!



To prevent cross-contamination, keep the following **separate**:

Meat Poultry Seafood Nuts

Prepare food sensibly:

- Use separate, clean areas for raw & ready to eat foods.
- Use separate equipment (boards/knives) for the same.
- Wash hands thoroughly before handling different types.



- › Use the hand basin provided
- › Use hot water
- › Dry hands properly using paper towels.

Thank You

Leaving the kitchen.

When leaving the kitchen, please ensure that all appliances are switched off after use (with the exception of the fridge!).

Axbridge Town Hall

6. THE BAR

After using the fridge, please:

Switch Off



and

Open the door



Thank You

So that the fridge is cool enough for your purposes, please switch on and allow to cool down in good time.

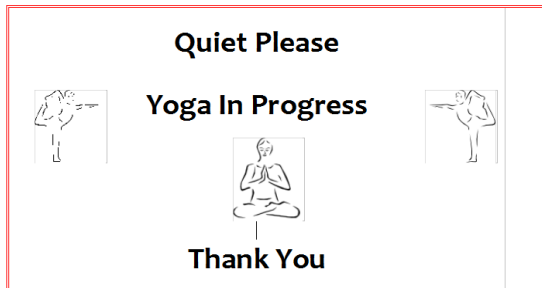
Please ensure that any Town Hall equipment or glasses are kept clean and remain in the bar area.

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7. THE HALL & FACILITIES

Classes:

When using the hall, **please respect other users**, especially when Classes or meetings are in progress.



The screen should be rolled across the Hall if visitors are expected to need access to the Council Chamber.

Ventilation:

Ensure the main switch above the control panels is 'on'

Kitchen. Ensure that the kitchen is well ventilated when cooking.

The kitchen windows can be opened.

Hall.

The controls for the hall ventilation are situated on the right hand wall as soon as you enter the kitchen.

Ensure that the hall is well ventilated when holding classes or a large number of people are present. There are ventilation fans set into the hall walls.

To operate the ventilation fans, switch the fuse on (top switch) and slide all dials to the right.

Please remember to switch off after use.



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Ceiling Fans:

The controls for the ceiling fans are on the left of the stage, by the curtain. Press the bottom switch **on** and turn dials to the desired speed setting.



Sound System:

The PA system and microphone are in the cupboard at the back of the stage. Please ask the hall manager for a key to the cupboard if it will be required. Plug into the second socket (unplugged in the image) & switch on.

Unlock the cupboard to access the equipment.

The volume and settings should be set up for normal use.

More detailed instructions are shown on [the following page](#).

Switch the microphone on at its base – a red light indicates it's on.



After use, please ensure the equipment is left as you found it.

The microphone and socket should be switched off and the cupboard locked.

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The system is comprised of a main stereo amplifier and mixer.
The mixer allows a number of sound sources to be “mixed” into one stereo channel.
The photograph shows a typical arrangement suitable for most users.
The system should be set like this when you access the cupboard
i.e. for RADIO MIC usage.

The output from the receiver is plugged into channel 4
(top middle of the photograph).

The fader (the vertical control that adjusts the sound level)
for this channel is set midway – seen at the bottom middle.
All other controls are set mid-way.

One other control that is important is the main faders -
bottom right.
They adjust the overall output level to that required.
Set lower - the volume may be too low to overcome
ambient noise levels.
Set higher - there is a risk of feedback.

The setting is shown as midway.
Approximately correct for the hall with 50 - 100 persons,
without causing a noise nuisance to the neighbours.



Other sound sources can be added as required by plugging CD players or MP3
players into one of the other channels and adjusting the fader for that channel.

Any problems with the system, please call Les Stanley on **07885 249331**.

A cabled microphone is available. Please call Les Stanley if you wish to use it.

Hirers are welcome to use the portable stage and electric piano, please contact the
Town Hall manager when you book to arrange these.

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8. EMERGENCY CONTACTS

Emergency Numbers:

Town Hall Issues such as

No Lighting

No electricity

No heating

Appliances not working:

call Town Hall manager on: 07873 540466 or 07780 963738

Accidents:

In the event of an accident there is a first aid kit in the kitchen.

Please note any accidents in the accident book and report the incident to the Town Hall manager.

For **major accidents** or disorder: Contact the emergency services

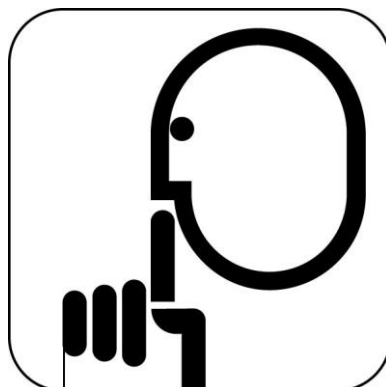
9. REMINDERS & OTHER USES

Reminders:

- All music must stop by 11:30pm
- The Hall should be left as you found it
- Damage should be reported to the Town Hall Manager
- Rubbish should be taken with you

and
please remember

THIS IS A RESIDENTIAL AREA, SO
PLEASE LEAVE QUIETLY



Other Uses:

The Town Hall is used for many different things such as Yoga, Zumba, Music with Mummy, Tai Chi, Pilates, IW, Council Meetings etc.

For the calendar of ***What's On in Axbridge*** and Axbridge Town Hall, visit:

<https://www.axbridgetownhall.co.uk/calendar/>

If you are having an evening Function or another type of celebration, considering holding a Craft Fayre or a Jumble Sale or a Coffee Morning, why not hire AXBRIDGE TOWN HALL?

The medieval Town's Hall, built in 1829-1830, is situated in The Square with King' John's Hunting Lodge, St John the Baptist Church and many other historical buildings. The upper floor holds the 'Old Judges Court' and Council Chambers, with the public hall downstairs. Major alterations were carried out in 1976 in memory of the Swiss Air disaster.

The hall has seating for up to 110 people, with use of kitchen (including monogrammed crockery) and bar area. There is limited parking in The Square but two large car parks are available a short distance away

For further information and bookings details please ring...

A few other ideas are given below.

If you are interested, contact:

Miranda on 07811 958210



KIDS' PARTY

Organise a party and avoid the chaos in your own home.

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FUNDRAISING EVENTS

EXHIBITIONS









BINGO

PLAYS

Axbridge Town Hall



Axbridge Town Hall
Ground Floor Plan
Scale 1:100
April 2018

- | | |
|--|---|
|  - FIRE EXTINGUISHER |  - FIRE ALARM - LOCATED IN DISABLED WC |
|  - FIRE BLANKET |  - FUSE BOX - LOCATED IN DISABLED WC |
|  - BOX TO RAISE ALARM IF FIRE |  - STOPCOCK - LOCATED IN LADIES TOILET |
|  - SMOKE DETECTOR |  - GAS METER - LOCATED IN CUPBOARD TO RIGHT OF STAGE |

BOILER LOCATED IN STORE ROOM