

# Welton Village Memorial Hall [Charity 1180894] ["The Memorial Hall"]

## Information for all Users

### SUMMARY

Below are the key points that you need to know to get started and an index of the facilities covered in this note. PLEASE MAKE SURE THAT YOU CHECK ON ALL THE FACILITIES THAT YOU WILL BE USING.

1. **BASIC**. Opening and Closing; Safety, Telephones, Parking, Consideration for our neighbours
2. **HALL PLAN**. Shows layout of Emergency exits, fire extinguishers, First Aid Kit and light switches
3. **GENERAL**. Equipment, Faults, damage & Feedback, Decorations, Tidying-up
4. **GENERAL EQUIPMENT**. Tables, Chairs
5. **HEATING & LIGHTING**.
6. **AUDIOVISUAL EQUIPMENT**. Amplifier, Epson Projector, Sony Blu-ray disc player, Carlsbro Amp, speakers and microphone, Projection Screen.
7. **KITCHEN EQUIPMENT**. Hot Water, Tea/Coffee making, Refrigerators, Glass Washer, Ovens, Table Cloths, Cleaning materials, Shutter.

The Hall will usually be open at the time you are booked in [unless otherwise notified].

Please make sure that you have ordered any furniture etc, that you have sufficient time to set up before and clear up after your event, and that you have booked the kitchen if needed at least a week before your event

Please leave the Hall and its facilities in a clean condition, removing all your rubbish. Cutlery and crockery should all be washed and left clean. Cloths etc may be taken home to clean but should be returned within one week.

Wifi is available – the code is **weltonhall1**

The Hall is a separate venue from the Welton Memorial Club and the Lucky Duck café. Booking the hall does not permit access to either venue.

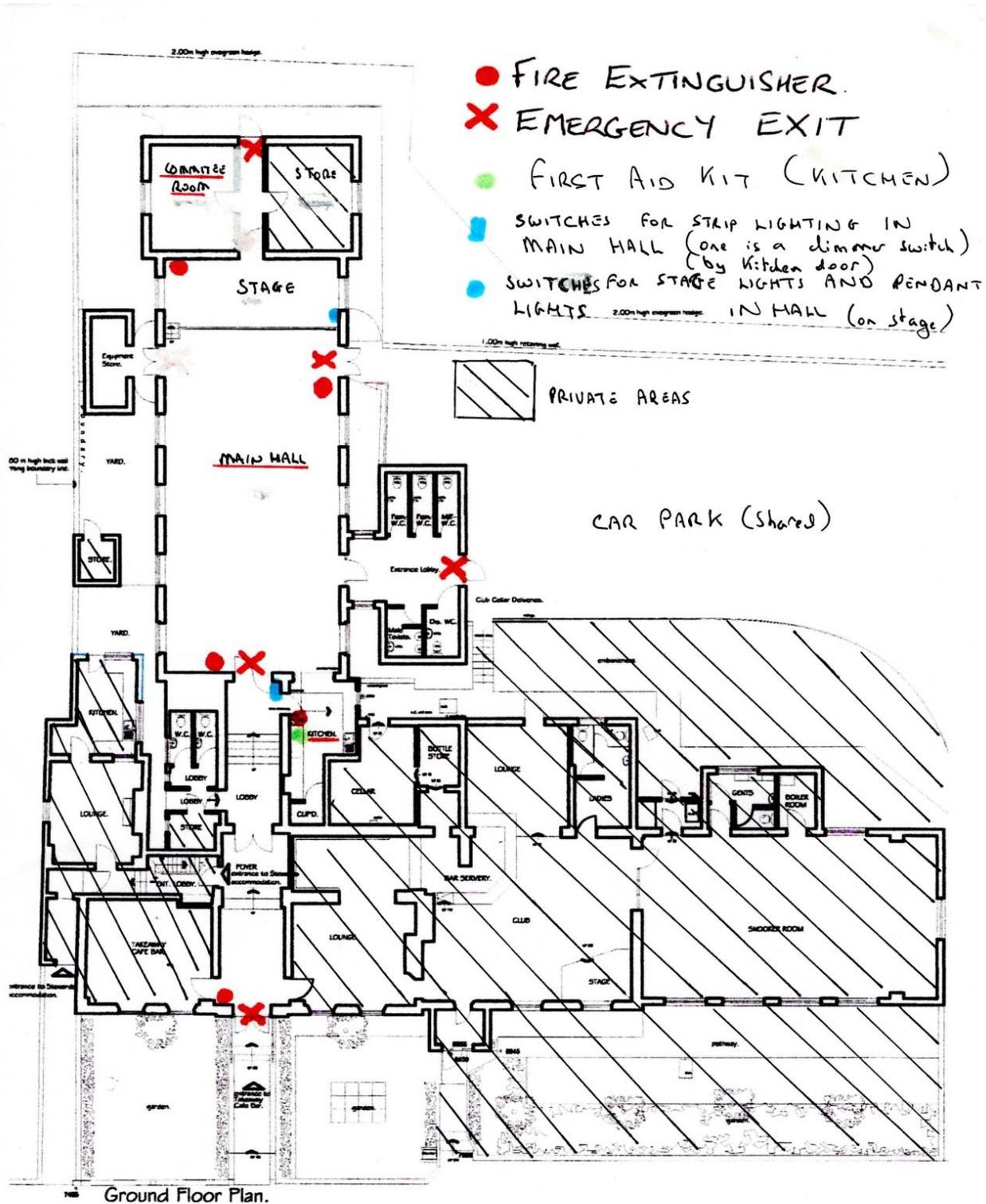
### CONTACT NUMBERS

Caretaker Si Donnachie 07469 709688

Booking Secretary - [booking.weltonmemorialhall@gmail.com](mailto:booking.weltonmemorialhall@gmail.com)

# Welton Village Memorial Hall [Charity 1180894] ["The Memorial Hall"] Information for all Users

## HALL PLAN



## Welton Memorial Hall, Cowgate, Welton

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## BASICS

### Opening and closing the village hall

The Memorial Hall will usually be open for your booking unless prior arrangements have been made. If your event ends after 22:00 please ensure that the side and rear doors are locked and leave by the front entrance slipping the catch on the door.

You may prefer your group to arrive at the side door in the car park at the rear which has step-free access and toilets including a disabled toilet/baby-changing room.

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. There is a 15 minute buffer allowed between each hiring. Please ensure that you allow time when booking for any clearing up and do not encroach on this period.

Please telephone the Caretaker, Si Donnachie, on 07469 709688 in case of difficulty.

Guests are expected to vacate the premises by the end of the period you have booked. Failure to comply with this may result in forfeiture of your deposit.

Please ensure that you have booked any equipment [chairs, tables, projector, PA] **before** your event.

## Safety

***You must comply with the [Hall Health & Safety Information for Hirers](#) and all social distancing rules required or recommended at the time of your event. See the Plan below for location of Fire Equipment etc***

The village hall has a No Smoking Policy.

In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the following page).

*Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice.*

The village hall's health and safety file is kept in the cupboard by the front door

A first aid box is located in the kitchen

Resuscitation equipment is attached to the wall of the Green Dragon pub

## Things to avoid

1. Please make sure you have booked sufficient time to set up and tidy away for your event.
2. Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.
3. Do not use blutack on the walls or sellotape anywhere.
4. Do not wash the wooden floors as this can damage them, just use a damp cloth to mop up any spills.
5. Do not allow the use of a smoke or dry-ice machine. This can set off our fire alarms system, disrupting both your event and our neighbours.

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**Hall telephone**

The Memorial Hall I has no telephone and the nearest one is located at is at the bottom of Dale Road [turn left out of the front entrance for about 200 metres. Telephones may also be available at the Welton Memorial Club [adjacent to the Hall] or the Green Dragon pub [turn right out of the front entrance]. You are advised to bring a fully charge mobile telephone for use in case of emergency.

**Car parking**

The lane leading to the village hall is a public road and this must not be obstructed. The village hall car park is shared with the Club but will accommodate a good number of cars if they are parked sensibly.

**Alcohol**

You are free to provide alcohol for your guests but if you make any charge you must obtain a licence which you can do from the Hall Trustees. There is no charge but you must apply for this in good time.

Please note that the Welton Memorial Club is a private organisation and is quite separate organisation from the Hall and is licensed separately. If you or your guests are Club members so likely to use the Club during your event, please let the Club Steward know as a matter of courtesy so that they are aware of any greater demand than normal.

# Welton Village Memorial Hall [Charity 1180894] ["The Memorial Hall"]

## Information for all Users

### GENERAL

#### Equipment

Generally speaking equipment you need should be available for you **if** you have booked it. If in doubt please check your booking and contact us at [booking.weltonmemorialhall@gmail.com](mailto:booking.weltonmemorialhall@gmail.com) to make any changes. See sections below for more details as to what is available.

#### Faults/ damage/ comments

Please report any faults or damage to the Caretaker 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 village hall.

#### Decorations etc

Please do not use drawing pins, blu-tack or sellotape on the walls or other surfaces, use white-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

#### Tidying Up

- Please leave the village hall clean and tidy and leave waste appropriately sorted in the bins outside or take it home. The Hall share bins with the Club and these are in the far corner of the Car park.
- In particular we ask you to ensure table tops are wiped clean before being stacked.
- DO NOT generally use water on the Hall floor as this can cause problems with the floor and can make it very slippery. Instead wipe the area carefully and ensure that it has dried off before letting anyone use that area.
- A broom should be available hanging up in the side entrance lobby

# Welton Village Memorial Hall [Charity 1180894] ["The Memorial Hall"]

## Information for all Users

### GENERAL EQUIPMENT

#### Tables

We have 14 large Gopak tables [1.52m x 0.69m] and 4 small Gopak tables [0.91m x 0.69m] available, both 0.7m high. These are usually stored away so please book at least a week before your event. There are one or two other tables available if you have specific needs.

#### Chairs

We have 80 chairs with red cushions and gold frames. We also have a number of foldable chairs which can be used if you need more. These are usually stored away so do need to be booked at least a week before your event.

#### Audio Visual

Details of what is available are set out below. You do need to specifically book the Projector in advance so that we can make sure the remote controls are available and it will be best to let s know about any other equipment that you would like to use.

#### Kitchen

Details of what equipment is available are set out below. We do have some heavier damask tablecloths available [which are kept in storage so you will need to request these at least 5 days in advance] as well as a range of other lighter tablecloths that are kept in the kitchen. **All we ask is that you wash and iron any tablecloths, tea towels etc that you use and return them within 5 days.**

# Welton Village Memorial Hall [Charity 1180894] [“The Memorial Hall”] Information for all Users

## HEATING & LIGHTING

### Heating

The Memorial Hall has a modern system designed to maintain an acceptable temperature. Please tell us when booking if you need the Village Hall to be particularly warm or cold. The Main Hall heating is operated by a Control panel just inside the Meeting Room behind the stage. You can set the required temperature using the LED panel and the arrow buttons. Below the panel is a switch and control for the fans in the Main Hall ceiling – turning the fans on will considerably speed up the time it takes to get to the right temperature. The heating controls also can be set to cool the Hall but otherwise please do not change any settings.

**PLEASE TURN OFF THE HEATING WHEN YOUR EVENT IS FINISHED**



HEATING DISPLAY

TEMPERATURE CONTROL

HEATING CONTROL [On/Off]

FAN CONTROL - Speed

FAN CONTROL - On/Off

There are similar separate control units for the Carpark Entrance Lobby and Kitchen [but without any separate fans] and the Meeting Room is heated with a separate wall-mounted heater.

### Lighting

There are two sets of LED strip lights in the Main Hall, the switches for which are by the Kitchen door, just outside the double doors from the Main Hall leading to the front entrance. The switch nearest the door is a simple on/off switch, the other also operates as a dimmer so that you can set the lighting level that suits you.

We also have a string of softer festoon lights suspended from the ceiling which creates a more intimate party ambience. These are turned on by one of the switches on the bank on the wall on the right hand side of the stage above the audio-visual equipment. You will also find the stage lights here.

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## AUDIOVISUAL EQUIPMENT

**NOTE: A new PA system has recently been installed in December 2024 which will play music from a number of sources and includes a microphone.**

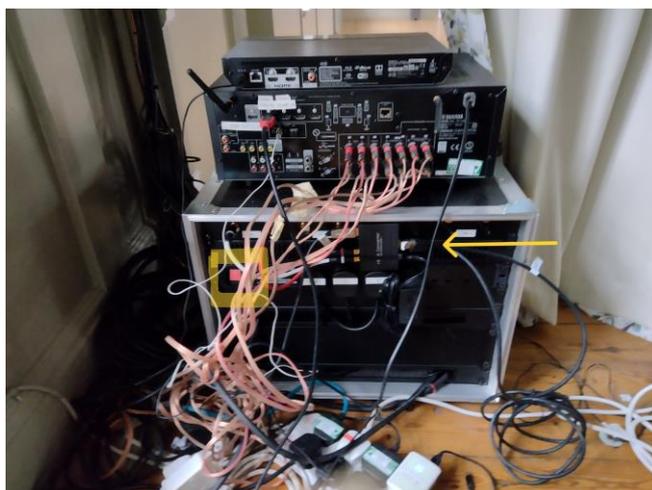
The **Cloud Media Player** installation [AV amplifier and other equipment] is controlled from a unit found at the right hand side of the stage as you look at it. This has a drawer in it which contains the remote controls etc that may be needed. In addition we have

- A **Sony Blu-ray** disc player, situated above the amplifier unit
- An **Epson Projector, suspended from the ceiling**, which can be used to play from the Blu-ray player or to show slide shows, powerpoints, etc from a laptop, for example. This may connect automatically but is otherwise controlled with a remote control
- A **Projection Screen** using an electric motor. There is a remote control for this and a control unit behind the pillar on the right of the stage as you look at it from the stage

## USING THE AV SYSTEM for sound



1. Do NOT change or interfere with any of the connections or settings except as advised below. Please ignore the Yamaha Amp on top of the Cloud Media Player and below the Sony Blu-ray player



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2. Turn on the Cloud Media Player at the rear. The On/Off button is in red on the picture below with a yellow box around it on the picture. If it does not power on check that the plug in the wall behind you on the stage is connected and turned on.
3. On the front the Cloud Media Player ensure that the Source Selector Switch [where the RED arrow is pointing] is set for your needs – see above
4. Auxiliary input. eg phone, laptop etc. Connect your device with the 3.5mm cable that is plugged in by the Source Selection selector [RED arrow] and select position 1 AUX on the Source Selector Switch [RED arrow].
5. Bluetooth. Connect your device to the Cloud Media Player [connect to Bluetooth Board]. If you cannot see the then there may be another device in the Hall that has automatically connected to it as it had previously been connected. Select position MEDIA [between 1 and 3] on the Source Selector Switch [RED arrow]. Check in the red Media Player screen [next to the GREEN circle drawn] that your Bluetooth is selected [it should say Aux-BT]. If not, toggle the Source button [inside the GREEN circle drawn] until you get the right source.
6. USB stick. Plug your stick in by the Source Selector Switch [RED arrow]. Select position MEDIA [between 1 and 3] on the Source Selector Switch [RED arrow]. Check in the red Media Player screen [next to the GREEN circle drawn] that your USB is selected. If not, toggle the Source button [inside the GREEN circle drawn] until you get the right source.
7. Volume. Use the Master Level Volume control [YELLOW arrow] to set the volume. The volume level may be affected by the setting on your device. When you have finished please return the Volume setting to Zero [ie right round to the left]
8. Turn off at the rear when you have finished

## **EPSON PROJECTOR**

The Projector is suspended from the ceiling. The Epson remote works to switch on standing directly underneath but is reluctant to switch off. It will close down eventually because it is not receiving a signal. You may need to select the HDMI1 connection

## **SONY BLURAY**

Switch on - green light will display

Ensure that the Blu-ray player is plugged into the Cloud Media Player with the HDMI1 cable [marked with a yellow arrow in the picture of the rear of the AV equipment above]

Press eject button on the player to load the disc press again to load.

Use the remote and press enter button when "Play Movie" is displayed and underlined or highlighted on the screen. The disc should now play.

To pause press !! button

To play again press play >

Remember to point the remote at the player not the screen.

## **SCREEN**

The screen has an electric motor to lower and raise it. The control for this is on the left hand pillar [as you look at the stage] accessed from the stage itself. However there is a remote control that should be in the Cloud Media Player drawer or a container attached to the same pillar but lower down. The remote control is the easiest way to raise or lower the screen

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## KITCHEN

The Kitchen is usually locked unless you have booked this facility. It must not be used without prior booking and payment.

At the end of the hire can you please make sure that all equipment that has been used is turned off (and the glass washer is drained). Please also wash any tablecloths, tea cloths etc and return to the Hall as soon as possible. Thank you

### Hot Water

To obtain hot water for washing up etc turn the thermostat up on the water heater under the sink. Please note that there is a separate sink for washing hands etc.

### Tea/Coffee making

For small numbers use the kettle, or for larger numbers the hot water urn can be used - this needs filling with water and turning on approx 15mins before use.

### Refrigerators

Back wall on the left - Press the on switch for approx 5 seconds.

Back wall on the right (fridge/ freezer) - Turn on at the socket (bottom right corner).

Bottle fridge near the door - Turn on at the socket behind the fridge (you may have to lift the shutter slightly to reach the socket).

### Glass Washer

Please refer to the separate instruction sheet if you are using the Glass Washer - this is a fast washing facility and is only suitable for glass washing. For cutlery and crockery we recommend hand washing.

Please follow the drain down instructions when you have finished.

### Ovens

We have both a microwave and a Turbo fan Oven (like a normal fan oven, but better), both are simple to use, but if needed the instructions are on the shelf above.

### Table Cloths

There is a selection of table cloths in the bottom left drawer. If you use them, can we please ask that they are washed and returned to us afterwards.

### Cleaning materials

Please bring your own cleaning materials

### Shutter

There is a shutter into the Main Hall which is usually closed but can easily be opened by turning the key switch in the kitchen near the top right hand corner of the shutter. The same key switch will close the shutter. If the fire alarm is set off for any reason the shutter should close automatically. The mechanism will usually need resetting following this and the key switch will not work. In this case, or if it fails at all, there is a mechanism at the top right hand side that may open or close the shutter. There is a crank handle stored on top of the kitchen units that will