

# **ASLACTON & GREAT MOULTON CORONATION HALL**

## **USER GUIDE**

**IT IS IMPORTANT TO READ THIS  
GUIDE PRIOR TO YOUR  
FUNCTION AS IT FORMS AN  
IMPORTANT PART OF THE  
TERMS AND CONDITIONS OF  
YOUR HIRING**

## ASLACTON & GREAT MOULTON CORONATION HALL

### INFORMATION AND GUIDE FOR USERS.

Welcome to the Coronation Hall. This guide has been prepared to help you and your guests gain the maximum benefit and enjoyment from your time at the Coronation Hall. It will guide you and hopefully answer some, if not all the questions you may have.

Many of our terms and conditions arise from the restrictions placed on us by licence conditions granted to us by the District Council, our insurers, and the various bodies including Norfolk Police and the Fire & Rescue Service, who implement legislation for the safety of yourself, your guests and local residents.

The Hall was built in 1954 and has been continually updated and improved since. It is maintained by a Management Committee who are trustees of the Charity that owns and operates the hall. We are a Registered Charity No 297170.

### IMPORTANT INFORMATION REGARDING THE SALE AND ISSUE OF ALCOHOL.

The Coronation Hall is a licenced premises. If you intend selling alcohol then you are bound by law to adhere to the licence requirements by not selling to anyone under the age of 18 years. If a person appears to be under the age of 25 years you must challenge them for proof of age. Should they be unable to provide proof or it transpires they are under 18 you are obliged to refuse to serve them and you must enter the details in the 'Refusals Register' (kept behind the bar). This is a legal requirement you must comply with.

If you serve alcohol to anyone under the age of 18 years without charge or allow an under 18-year-old to consume alcohol on the premises, irrespective of whether you have provided it or they have brought it with them; then by allowing it - you are committing a criminal offence.

**PLEASE BE AWARE THAT THE MANAGEMENT COMMITTEE RESERVE THE RIGHT TO ENTER THE PREMISES AT ANY TIME DURING ANY HIRING TO ENSURE THAT HIRERS ARE COMPLYING WITH THE LICENCE CONDITIONS**

## ENTRY

You will be given separate instructions on how to gain entry to the building prior to your hiring. This will be sent 24-48 hours before your event.

## IN AN EMERGENCY

In case of fire, please familiarise yourself with the fire evacuation plan and instructions in the front foyer (copied at last page). This is important. In the event of a fire being discovered - sound the fire alarm by activating one of the three alarm points. One next to the main hall door, one next to the side entrance out to the disabled ramp and one in the function room by the fire door. **CALL THE FIRE SERVICE BY DIALLING 999.** Do not attempt to fight any fire unless you have been properly trained to do so and have satisfied yourself you are capable and are not putting yourself or others at risk. Remember **GET OUT and STAY OUT.** On the arrival of the Fire Service the person in charge of the event must immediately make themselves known to the officer in charge and report the situation with evacuation. They must ensure everyone has left the building and is accounted for. The fire officer should be advised if anyone is unaccounted for and their last known location.

**All exit routes and emergency doors must be kept clear both inside and out.** The assembly point is in the garden area. Should any incident arise where the fire alarm has been sounded; irrespective of whether the Fire Service has been called or not, one of the emergency keyholders\* must be notified before you leave the building. A malicious or deliberate activation of the fire alarm may result in a penalty charge being levied against the hirer. **Tampering with any detector or call point will cause an alarm activation.** The Fire Assessment Logbook is stored in the kitchen.

## WHEELCHAIR EVACUATION

Hirers must give due consideration to any wheelchair users attending their event. It is not possible or practical to set rules about how such people will be assisted in the event of an evacuation as the needs and type of disability of each individual will determine their requirements.

The main facts to consider include assessing how easy it will be to evacuate the person in their wheelchair or if they can be lifted from the chair and 'chair-carried' by enough helpers to avoid risk of injury to all parties. The final recommendation from the Fire Service is to leave the person in their chair and take them to the emergency exit furthest away from the hazard, a nominated individual should then remain with them until the Fire Service arrive. The Fire Service must immediately be informed of the situation and their instructions followed. Naturally if the situation should deteriorate before they arrive extraordinary measures may prove necessary to ensure the wheelchair users safety.

## FIRE SAFETY

The use of candles and hanging paper decorations across the main hall area is strictly prohibited. Signs and banners may be put up but this must not involve any form of fixing that leaves holes in the walls or any tape where removal may damage paint work. Candles will also interfere with and possibly activate our fire detection system. If in doubt please ask us for advice before decorating the hall.

## SMOKING

All areas of the hall and the adjoining garden are strictly **NO SMOKING**. It is against the law to smoke on any part of the premises and can trigger an alarm. The use of E-cigarettes is also prohibited.

## ACCIDENTS AND INJURIES

All accidents and injuries must be recorded in the Accident Report Book, this is held in a clearly marked drawer in the kitchen. Full instructions are within the book and it is the responsibility of the hirer to fully comply with them.

## LIGHTING

The main hall lighting is controlled by 4 switches mounted on the wall at the end of the right-hand stage corridor. All other lighting switches are clearly marked.

## WINDOWS

A key for unlocking the windows is provided next to the hall light switches, windows must be locked and the key replaced at the end of your event.

## HEATING SYSTEM.

The system is set to keep the hall at a comfortable temperature, **do not attempt to adjust individual heater units and do not switch individual heaters off at the wall.**

The heater units do not come on immediately there is a delay of up to 5 minutes. The system is controlled by a timer switch (see left). This is located on the wall above the fire extinguisher at the far end of the right-hand stage corridor. One push of the button



turns the system on and subsequent pushes advance the time as shown, a fifth push switches the system off – there will be a short delay before it can be turned on again as the system resets itself. The system will shut off automatically after the set time unless you reset it. The heating is usually on from 1 October until 30 April.

**Guests must not be allowed to sit atop the radiators as this can cause damage to the fittings and walls.**

## HOT WATER

The system is identical to the heating and the switch is located on the wall adjacent to the serving hatch in the kitchen. The system heats up quickly but it can take up to 1 minutes before hot water reached the taps in the toilets when first used.

## STEPLADDER

A stepladder is provided and users should familiarise themselves with its safe use. It is safety checked regularly and is stored behind the stage when not in use. Care should be taken when moving it with regards to light fittings and fire detectors. There is a H&SE form as an appendix to this form detailing its safe use.

## KITCHEN

Instruction manuals for the appliances are stored in a drawer in the kitchen. Utensils are stored in the cupboards in the kitchen, and all cupboards and drawers are clearly labelled. It is the responsibility of the hirer to ensure all items used are washed and put back in the correct cupboards. You are welcome to use the dishwasher.

The kitchen must be left clean and tidy. Instant hot water for teas and coffees is available from the Lincat boiler in the corner. This requires switching on about 10 minutes prior to use, please make sure it is turned off when you leave the building.

## RUBBISH AND RECYCLING

It is the responsibility of hirers to dispose of all rubbish and recycling at the end of their event and place it in the correct wheelie bin adjacent to the disabled access ramp. Please see the notice posted adjacent to the kitchen waste bins for more information.

**All food waste must be bagged in plastic sacks** (kept under the sink). Clean paper, cardboard, plastic food packaging, jars and bottles should be placed in the green recycle bin. The hall is in a very rural location and it is very easy for rodents and other pests to be attracted to the premises.

## ELECTRICAL EQUIPMENT

If you wish to bring into the hall any personal electrical equipment such as sound or video systems or any other form of mains electrical equipment you agree by signing the booking form that you accept responsibility for the equipment and it's safe operation. The Coronation Hall accepts no responsibility for any injury or loss caused by the use of improperly maintained personal equipment. Trailing leads must not be laid across areas where they create a trip hazard. All equipment brought into the hall by professional providers such as discos, lightshows, caterers or anyone else providing a service must ensure their equipment is fully insured, tested and has a current Portable Appliance Testing (PAT) label attached. The Coronation Hall reserves the right to ask for any non-compliant items to be removed from the premises.

## **BAR SERVING AREA**

All glasses used must be washed up and replaced back on their shelves. Again hirers are welcome to use the kitchen dishwasher to facilitate this. Glasses or bottles must not be taken outside of the building.

## **CHAIRS AND TABLES**

Please use whatever chairs and tables you require and ensure that everything you use is returned to the appropriate storage area, is stacked safely and is **NOT BLOCKING THE FIRE EXIT**. All tables must be wiped down before storing. There are small (red top) children's tables stored under the L/H side of the stage. Chairs must be properly stacked as shown and stacked no more than eight high.

## **GARDEN AREA**

You are most welcome to use the garden area at the Western end of the building. Please ensure that any noise from inside the building does not inconvenience local residents. You should ensure children stay within the garden boundaries by closing all gates. Remember that a public footpath runs across the garden to the rear of the hall and the public must be allowed free passage across the garden. The switch for the floodlight is in the kitchen.

**Under no circumstances must glasses or bottles be taken into the garden.**

## **ANIMALS**

Animals are strictly prohibited from entering the building unless they are an essential part of any children's entertainment, in such cases written permission must be obtained from the Management Committee prior to the event and the handlers must provide adequate proof of insurance. **Assistance dogs** are allowed in the building but must not enter the kitchen area.

## **STORAGE**

Some users are permitted to store items on the premises relevant to their activities. All such items and materials must be stored safely, the storage of flammable or combustible materials is strictly forbidden as is the storage of any form of foodstuffs including soft drinks, alcohol and beverages including tea, coffee and sugar. The Management Committee accepts no responsibility for any loss or damage however caused to any items stored unless special insurance arrangements are in place.

## **CLEANING**

Please ensure any spillages are cleaned up immediately. There is a supply of cleaning equipment in the bar area. It is the responsibility of the hirer to leave the building clean and tidy. The hall floor can easily be swept using the 'V' broom which allows the entire hall to be swept in less than five minutes.

## **EXITING THE BUILDING**

It is the hirers responsibility to comply with the instructions posted in the foyer about leaving the building safely and securely.

### **Please ensure:**

- All doors and windows are securely locked.
- Any fire doors that have been opened are properly dead-locked
- All taps are turned off.
- All lights both inside and outside are switched off\*.
- All electrical appliances are switched off and unplugged (except fridge).
- The car-park barrier is lowered.
- The door key is returned to the KeySafe and the access code scrambled

\*The high level emergency light next to the front door remains on at all times. You cannot turn it off.

### **\*EMERGENCY KEYHOLDERS:**

Keith Bailey	07985 416138	Eric Pestell	07960 877428
Andrew Gibson	07803 133198	Carol Bailey	07930 483895
Bridget Pestell	07772 151918	Diane Gibson	07702 237917

**\*\*The Information above is for EMERGENCY USE ONLY\*\***

### **Finally:**

Please leave the hall for others in the condition you would wish to find it.

The Management Committee thank you for your co-operation and hope you have enjoyed your time at the Coronation Hall.

If you have any comments about our facilities please email them to us at:-

[info@coronationhall.org](mailto:info@coronationhall.org)

IN THE EVENT OF A FIRE OR THE FIRE ALARM SOUNDING, THE PERSON IN CHARGE OF THE EVENT OR FUNCTION WILL INSTRUCT ALL PERSONS TO LEAVE THE BUILDING BY THE NEAREST AVAILABLE FIRE EXIT AND ASSEMBLE AT THE FIRE ASSEMBLY POINT IN THE GARDEN AREA. NOBODY SHOULD BE ALLOWED BACK INTO THE HALL TO COLLECT ANY BELONGINGS FOR ANY REASON WHATSOEVER.

**CALL THE FIRE SERVICE BY DIALLING 999**

GIVE THE HALL LOCATION:-

CORONATION HALL

CARR LANE

GREAT MOULTON

NR15 2LA

O.S GRID REFERENCE: 166 906

'WHAT THREE WORDS' REFERENCE SCORPIONS.VIVID.SINGLE

ON THE ARRIVAL OF THE FIRE SERVICE THE PERSON IN CHARGE MUST IMMEDIATELY MAKE THEMSELVES KNOWN TO THE OFFICER IN CHARGE AND REPORT THE SITUATION REGARDING EVACUATION, THAT ALL PERSONS ARE ACCOUNTED FOR, OR IF ANYONE IS MISSING, THE LOCATION WHERE THEY WERE LAST SEEN.

**UNDER NO CIRCUMSTANCES SHOULD ANYONE ATTEMPT TO EXTINGUISH A FIRE UNLESS THEY HAVE RECEIVED THE CORRECT TRAINING.**

IF NO FIRE EXISTS OR ONE HAS BEEN SATISFACTORILY EXTINGUISHED THE FIRE ALARM CAN BE SILENCED BY ENTERING

**2143 & PRESSING 'SILENCE RESOUND SENDERS' BUTTON.**

AN EMERGENCY KEYHOLDER MUST BE NOTIFIED AS SOON AS PRACTICABLY AFTERWARDS AND CERTAINLY BEFORE THE HALL IS LOCKED AND LEFT UNATTENDED. ANY ALARM ACTIVATION FOUND TO BE MALICIOUS OR DELIBERATE MAY RESULT IN A PENALTY CHARGE BEING LEVIED ON THE HIRER.

**REMEMBER – GET OUT AND STAY OUT**

**PLEASE SEE YOUR HALL USER GUIDE FOR ADVICE ON WHEELCHAIR EVACUATION**



## **ASLACTON & GREAT MOULTON CORONATION HALL**

### **USING THE STEPLADDER SAFELY**

- CHECK ALL FOUR STEPLADDER FEET ARE IN CONTACT WITH THE GROUND AND THE STEPS ARE LEVEL;
- ONLY CARRY LIGHT MATERIALS AND TOOLS;
- DON'T OVER-REACH;
- DON'T STAND AND WORK ON THE TOP THREE STEPS (INCLUDING A STEP FORMING THE VERY TOP OF THE STEPLADDER) UNLESS THERE IS A SUITABLE HANDHOLD;ENSURE ANY LOCKING DEVICES ARE ENGAGED
- TRY TO POSITION THE STEPLADDER TO FACE THE WORK ACTIVITY AND NOT SIDE ON.
- MAINTAIN THREE POINTS OF CONTACT AT THE WORKING POSITION. THIS MEANS TWO FEET AND ONE HAND, OR WHEN BOTH HANDS NEED TO BE FREE FOR A BRIEF PERIOD, TWO FEET AND THE BODY SUPPORTED BY THE STEPLADDER.

WHEN DECIDING IF IT IS SAFE TO CARRY OUT A PARTICULAR TASK ON A STEPLADDER WHERE YOU CANNOT MAINTAIN A HANDHOLD (EG TO PUT A BOX ON A SHELF, HANG WALLPAPER, INSTALL A SMOKE DETECTOR ON A CEILING), THIS NEEDS TO BE JUSTIFIED, TAKING INTO ACCOUNT:

- THE HEIGHT OF THE TASK;
- WHETHER A HANDHOLD IS STILL AVAILABLE TO STEADY YOURSELF BEFORE AND AFTER THE TASK;
- WHETHER IT IS LIGHT WORK;
- WHETHER IT AVOIDS SIDE LOADING;
- WHETHER IT AVOIDS OVERREACHING;
- WHETHER THE STEPLADDER CAN BE TIED (EG WHEN SIDE-ON WORKING).

### **WHERE WILL THE LADDER BE USED?**

**AS A GUIDE, ONLY USE THE LADDER:**

- INSIDE THE BUILDING **ONLY**.
- ON LEVEL GROUND
- ON A CLEAN, SOLID FLOOR. CAUTION - SHINY FLOOR SURFACES CAN BE SLIPPERY EVEN WITHOUT CONTAMINATION;

WHERE OTHER PEOPLE ARE PREVENTED FROM USING IT OR WALKING UNDERNEATH IT. AS A LAST RESORT, A PERSON SHOULD STAND GUARD AT THE BASE