

WINTERBOURNE
Glebe Hall

Charity Commission Registration No. 279405

WELCOME PACK
A Guide for Hirers of the Winterbourne Glebe Hall





Dear Visitor(s),

Welcome and thank you for choosing the Winterbourne Glebe Hall for your Event. We hope that your event is successful. Be assured that all on the Management Committee are only too happy to provide any help when required.

We hope the enclosed notes will provide the necessary information to help you get the most from your visit and recommend that you read them through before the start of your event.

Please feel free to call the Booking Clerk or myself if you have any specific questions, (07840 887 842 or 07311 333 252).

*Chair
Winterbourne Glebe Hall
Management Committee*

Entry and Exit

- On arrival, having been supplied with the key code during your booking, the key can be obtained from the 'key press' to the right of the main door entrance at the front of the building.
- By unlocking the two locks you can then open the main glass doors to the lobby to allow your guests to enter through the main entrance. It is a safety requirement that these doors are kept unlocked whenever the hall is in use. However, care must be taken to ensure that unauthorized entry during your event is prevented.
- At the end of your event please ensure that all the emergency doors and front door are locked and secured.
- After locking the main front door return key-to-key press ensuring the numbering is randomised again.

Toilets

- Gentlemen's toilet on the left leading off the entrance hall.
- Ladies toilet on the right leading off the entrance hall.
- Disabled toilet is located at end of annex, before entrance to small meeting room (see village hall plan)

Lights

- The switches for all overhead and wall lights in the Foyer, kitchen, main hall, small meeting room on right-hand wall at each entrance.
- Outside security lights are automatically in operation in the car park and at the emergency exit door.
- Power failure lights are in operation above all emergency exits throughout the building.
- At the end of your event please turn off all the light switches in the building.
- Lights in main Gents and Ladies toilets turn on and off automatically.

Cleaning and Cleaning Equipment

- Brooms, vacuum cleaner etc., are located in the cleaner's cupboard in Foyer.
- There is one mop & bucket marked for toilet use only a second set for general cleaning,
- All mops must be rinsed and excess water should be squeezed out after use to prevent them smelling.
- There are dust mops in the cleaners cupboard to be used on dry floors only and must be brushed off after use with a small hand brush to remove the dust etc.
- There are emergency supplies of toilet rolls, and hand towels located in cleaners cupboard.
- Additional cleaning cloths, washing up fluid, surface cleaner and spare waste bags under sink in kitchen (see picture 12)

Fuse Box

- Some labelled trip switches are located in the meter cupboard in the locked Foyer cupboard labelled. The key to gain access is on keyboard in kitchen. The trip switches are extremely sensitive and can cut out all electricity. If this should happen, remove the appliance causing the problem. and reset the appropriate trip switch. **DO NOT ATTEMPT ANY OTHER ELECTRICAL REPAIRS!** If you have any problems please contact the booking clerk or a key holder (see contacts on notice board in main hall).

Electrical Equipment

- Any electrical equipment brought into the Hall can only be used if it is less than a year old or has a current PAT certificate.

Keeping warm

- The heating is monitored by our HIVE system and will be set before you use the hall.
- The temperature can be controlled by the thermostat valves on each radiator (normally set at '3').

- If there is a need for further adjustment contact Booking Clerk who can remotely adjust the system.
- In small meeting room supplementary electric heaters are available and again can be adjusted remotely but are normally switched on prior to your event.

Sound and loop system

- We recommend that you use microphones for all events, even with small numbers. A hand-held and a lapel microphone will be provided if requested. The microphones are easy to use and come with clear instructions.
- The hall has an induction loop to enable guests with certain hearing aids to hear more clearly. This should always be used.
- The microphones and the induction loop work through the sound system, which is operated by one clearly marked switch at the side of the stage. Switch on the power socket on the wall stage right.
- There is an electronic projection screen connected to the ceiling mounted projector. If you connect your computer, laptop, phone, iPad to the connection on the stage right (floor level) and switch on using the handheld remote, both projector and screen will activate. If you would like to use these please ask when you confirm your booking.
- There is also a floor-mounted screen for use in the small meeting room and an additional projector provided on request.

Sitting comfortably

- Chairs are kept on moveable units in the annex (picture 1), by side of main hall, through the two double doors. Take care when moving the units into main hall, as they are heavy.
- Large tables are kept in the three cupboards under the stage in the main hall (picture 2). You are welcome to use these, but take care when moving them in and out. Please make sure the tables are clean before you pack them away.
- Smaller tables are to be found in the small meeting room in two cupboards under the rear of the stage (picture 3). Additional seating can also be found stacked in the small meeting room (picture 4)

Picture 1.



Picture 2



Picture 3



Picture 4



In the kitchen

- You are welcome to use the kitchen facilities (picture 5).

Picture 5



Picture 6



Picture 7



- There are mugs, and cups and saucers in the cupboard (picture 10/11). In addition, a small amount of cutlery, glasses etc. in cupboards under the kitchen hatch (picture 8/9).
- Cooking utensils not provided.
- If you use the fridge and freezer remember to empty it before you leave.
- Bring own tea towels.

- New J-cloths, black bin liners, cleaning materials and washing up liquid can be found under the sink unit (picture 12)
- You are welcome to use the dishwasher but note that it is a commercial washer, which must be switched on at least 30 minutes before use. Each load takes about three minutes for a full wash. Full operating instructions are displayed on noticeboard above the unit. **PLEASE NOTE TO CLEAN FILTER AND DRAIN BEFORE LEAVING THE HALL.**
- All glass (including glass bottles, cans, cardboard and plastic for recycling must be removed by the Hirer. All UNUSED FOOD MUST BE TAKEN AWAY. Any full bags of rubbish must be tied and placed in the outside waste container in kitchen yard.
- **PLEASE LEAVE CLEAN AND TIDY AFTER USE AND BEFORE LEAVING**

Picture 8



Picture 9



Picture 10



Picture 11



Picture 12



Projector (The hall has two audio/visual projectors)

- The main hall projector is ceiling mounted and automatically connected to screen, which will come down when projector activated (picture 13)

Picture 13



Picture 14



Picture 15



- A second portable projector and screen is also available as seen in pictures 13 & 14 set up for a meeting in the small meeting room. Can be connected with PC or apple laptop either with a VGA pin type plug or HDMI cable, which we will provide. Advice on other connector system can be provided.

Looking our best

- Please don't stick sellotape, blue tack or pins to any walls or woodwork. We have provided a corkboard around the main hall.
- Only general refuse is collected from the hall, so please take your rubbish (plastics, cardboard, glass, paper, metal items and wood) home with you for recycling.
- **HALL TO BE LEFT AS TIDY AND CLEAN AS YOU FOUND IT.**

Parking

- There is space for up to 50 cars in the car park, which is dry and well lit. Our insurance company suggests we let you know that you **PARK AT YOUR OWN RISK.**
- Additional parking can be provided on an adjacent field opposite the hall, if weather permits. Please notify the Booking Clerk if this is required.
- Please remind your guests to leave quietly so as not to disturb our neighbours.

Wi-Fi

- The Winterbourne Glebe Hall provides access to the Internet via its Wi-Fi network subject to it not being used
 - Unlawfully or illegally
 - Commercially, unless authorised in writing, by the Winterbourne Glebe Hall Committee
 - To upload computer viruses, carry out hacking, uploading/downloading defamatory, offensive or illegal material
 - Breaching confidential or intellectual property rights
 - Interrupting the provision of service to other hall Internet users.
- Code for use displayed on notice board in main hall.
- We recommend you consult the WGHMC policy for any further information and clarification of use.

Cleaning Hall – The Check List

- Please be aware that the Hall should be cleared, cleaned and vacated by the end of your booking. Extra charges will be incurred should the Hall not be ready for the next user. Please use the checklist (Appendix 2) before leaving the hall.
- If you require a cleaner to undertake the tasks required please notify on booking form when hiring the hall.
- **Please remember that members of the committee or those employed do not clean up after you, it is the hirer's responsibility to sweep and clean the rooms (including toilets) they have used and leave the hall ready for the next user. Cleaning equipment is located in the cleaner's cupboard in Foyer.**

Accidents can happen

- We understand that occasionally things get broken or damaged. Please tell us about any damage so we can put it right. Record on sheet left in the kitchen and/or notify the Bookings Clerk on **07840887842**.

In an Emergency

- There is a telephone in the hall where you can only ring out in an emergency '999'
- You can receive calls. Phone number 01980 611479
- If you need to call the emergency services the address of the hall is

**Winterbourne Glebe Hall
Vicarage Lane
Winterbourne Earls
Salisbury SP46HA**

- In Case of Fire
 - There is a no smoking policy in this hall-smoking not permitted anywhere within the building or near to entrances or exits where people may pass.
 - The building is fitted with Fire Alarms.
 - Call the fire brigade on 999.
 - Fire exits are clearly indicated, two in the main hall and one at the back of the main hall through the foyer and front door; one in small meeting room and one in Annex. Ask your guests to assemble on the far side of the car park, away from the HALL.
 - There are fire extinguishers in the main hall and the kitchen, but do not tackle a fire yourself unless it is safe to do so.
- If the power fails the emergency lights will automatically illuminate the emergency exits.
- In the event of a fire, or when the Alarm sounds continuously, please leave the building immediately.
- If you discover a fire, shout 'fire' loudly and stay calm.
- The easiest wheel chair exits are at the Main Hall front entrance (best), – if safe to use.
- Proceed directly to Fire Muster point at the far corner of Car park
- Do not attempt to collect any valuables or personal effects.

- Please point out to the person in charge anyone who is missing or who may be in the toilets. The person in charge will check - providing it is safe to do so.
- You must not return to the building unless instructed to do so by an officer of the Fire Brigade or by the person responsible for controlling re-admission to the building once the all clear is given.

Other Emergency kit

- There is a basic 'First Aid Kit' in the kitchen
- A 'Defibrillator' is located to the right of the main entrance (see picture 16 &17).

Picture 16



Picture 17



**If you need to contact us urgently call the Booking Clerk on
07840887842 or Chairperson 07311333252**

Thank you for using the Winterbourne Glebe Hall

Appendix 1.

Hall Village Floor Plan (Showing Emergency Exits)



Appendix 2.

Winterbourne Glebe Hall Management Committee

www.glebehall.org.uk

Charity Commission Registration No. 279405

Post-Hire Check List		
Organisation / Hirer		
Date:		
All rooms	<ul style="list-style-type: none"> Please ensure all external doors secured and locked in all rooms used. Also all internal doors are closed. All lights turned off (toilet lights automatic). Please also wash-up and put away dishes etc. and place GENERAL RUBBISH into black bags and then into the outside dustbin. PLEASE TAKE HOME CARDBOARD, METAL, GLASS AND PLASTICS. Ensure all floors are swept of debris. 	
Main Hall	Tabletops cleaned and stored under stage (if used).	<input type="checkbox"/>
	Chairs (blue) removed and stored in Annex as found.	<input type="checkbox"/>
	Projector/screen switched off (if used).	<input type="checkbox"/>
	Hall curtains tied back.	<input type="checkbox"/>
Ron Burton Rear Meeting Room (if used)	Chairs stacked as found Switch off wall switches of 2 electric wall heaters, if used.	<input type="checkbox"/> <input type="checkbox"/>
Kitchen & Annex	Dishwasher drained and switched off at wall.	<input type="checkbox"/>
	Cooker (if used) switched off.	<input type="checkbox"/>
	Kitchen door bolted and locked.	<input type="checkbox"/>
	Serving hatch to main hall closed.	<input type="checkbox"/>
Toilets	Check taps 'off' in toilets.	<input type="checkbox"/>
Stage	Sound system (if used) switched off at wall.	<input type="checkbox"/>
	Both stage curtains (cream and blue) are closed.	<input type="checkbox"/>
On Exit	Both front doors securely closed and locked.	<input type="checkbox"/>
IF £50 CLEANING SERVICE NOT ARRANGED		
The following also needs to be undertaken as part of post hire check		
Main Hall/Small meeting Room	Floors cleaned of debris, spillages and stains. Hoover all carpets.	<input type="checkbox"/>
Toilets (Male/Female and Disabled)	Waste bins are emptied; floors cleared of debris and washed. Toilets, cubicles and basins are clean ready for next hirer. Washbasins cleaned. Waste bins are empty, rubbish placed in bin outside & plastic bag replaced.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Kitchen	All worktops clean free of stains, food and debris. Floor cleared and cleaned of debris spillages and stains. Bins emptied, rubbish placed in bin outside and plastic bag replaced.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Foyer/Stage	Entrance hall and stage (if used) carpet area hoovered.	<input type="checkbox"/>
<p><i>I/we confirm that I/we have undertaken the above checks and confirm the Glebe Hall premises are vacated, cleared, cleaned and left tidy at the end of the hire period. All cutlery, dishes and glasses used have been washed and put away. Rubbish has been placed into black bags and deposited into outside dustbin. It is understood that failure to comply with the requirements outlined, might result in part or all of the deposit being retained.</i></p>		
Signed	Date:	
Name (printed)	Event:	
(PLEASE NOTE WE DO HAVE SECURITY LIGHTS OUTSIDE SO THESE MAYBE ON, DO NOT TRY TO SWITCH OFF)		
For official use only:		
Checks completed satisfactory:	Position:	Date: