

THORNTON-IN-CRAVEN VILLAGE HALL (TiCVH)

HIRER INFORMATION

Door key safe	
	<p>Hirers will be sent the code for the front door key safe located on the left, nearest the door.</p> <p>Pull down the outer front cover from the top and you will see the push buttons.</p> <p>Press the buttons in the order of the code sent to you.</p> <p>Turn/twist the lock to open the key safe.</p> <p>Open hall front door, place rim lock on latch and then return key to key safe. Shut the key safe and TURN LOCK to secure the key safe. Shut the outer cover.</p>
Main hall lights	
	<p>There are two light switch panels for the main hall, one either side of the front door.</p> <p>The switch panel above the fire extinguisher (left when facing front door from inside) has 3 labelled switches.</p> <p>Projector – turns power on for ceiling mounted projector</p> <p>Disco lights x2 – turns power for ceiling mounted lights that automatically flash according to the beat of the music</p> <p>The remaining switches are spare and not connected.</p>
	<p>The switch panel on right when facing the door turns on various lights.</p> <p>The top 3 switches turn on the ceiling lights, front, middle and back.</p> <p>The round switch, press to turn on, controls the wall lights and their brightness is adjustable by rotating this knob.</p> <p>The outside light switch permanently turns on exterior front lights, ie. it over-rides the motion sensor. Please make sure this is off when you leave the hall. The exterior lights will still be on as you leave but will then turn off when the sensor detects no motion.</p> <p>The stair light turns on a light at the bottom of the stairs so that you can see into the basement corridor. Please make sure this light is off when you leave the hall, note this light can also be turned on/off by a switch in the basement corridor.</p>
Bar area lights	
	<p>There is a single light switch on your left as you enter, which will turn on two ceiling spot lights just above the bar.</p> <p>The remaining light switches are inside the left-hand wall cupboard.</p> <p>Push each switch to turn on and twist knob to adjust brightness. Typically the wall lights are adequate to create a suitable atmosphere.</p> <p>The bar lights are LED strips on the shelves and in front of the bar.</p>

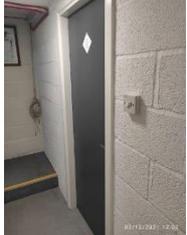
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Ceiling Projector	
	<p>There are 2 panels at the front and rear of the hall where a device can be connected to the projector by cable using HDMI or VGA. The projector is first turned by a switch on the light panel by the door.</p> <p>It will be in standby so the projector remote must be used to turn on. Aim the remote at the projector when standing at the front of the hall and press the red top left button. The LED on the projector should turn green and it will take a few seconds for the screen to appear on the wall. Normally the projector automatically finds the connected device.</p> <p>When finished use the remote to put the projector in standby by pressing the top right off button. Do not switch off at the wall until it has cooled down and in standby with orange LED.</p>
Bar TV	
	<p>The TV remote is kept in the bottom drawer behind the bar. Use the red standby button to turn on/off. The TV is connected to the WiFi and can also be connected via Bluetooth. The TV also receives broadcasts from Freesat.</p> <p>The hall has no accounts associated with any TV/movie streaming services.</p>
WiFi	
	<p>The hall has its own WiFi network and the password will be provided if necessary.</p>
Music streaming	
	<p>The hall has large ceiling speakers in the main hall with additional rear speakers for playing loud music for events such as discos. The bar area has a sound bar below the TV suitable for watching sports etc.</p> <p>A tablet is available to use the hall's Spotify account to stream music separately to the hall or bar, or both rooms. Hirers can either use their own Spotify account or import playlists into the hall's account on this tablet.</p> <p>Alternatively music can be streamed from other devices that connect to the WiFi by selecting the hall's system in devices.</p>
Retractable stair barrier	
	<p>Two retractable stair barriers can be used to prevent small children either leaving the main hall by the front door or down the stairs.</p> <p>The barrier is pulled and extended, clipped onto the top and bottom brackets and then secured by turning the knob.</p> <p>Check that the barrier is secured and rigid by pressing against it.</p>

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Accessible toilet	
	<p>The light switch is on the outside, to the right of the door pull. Inside there is an alarm which is activated by pulling the red cord. The alarm activates an audible sounder and light, which can be reset by pressing call answered and then the reset button on the switch box mounted on the other side of the toilet.</p>
Basement corridor lights	
	<p>The basement corridor lights are switched on by using the right hand of a 2-gang switch. Each toilet has their own an internal light switch.</p>
Dishwasher	
	<p>Make sure the rotating arms are free to spin and no objects are in their way. Place a cleaning tablet in the tablet dispenser and close the dispenser door. Press the left-hand standby button. Press the P button until the 55 wash setting is lit. Press the right hand play button to start.</p>