GASKELL HALL, SILVERDALE

GUIDE TO HIRING THE HALL

This document is on our website, gaskellhall.org.uk and there is a hard copy in the foyer.

Headline topics covered in this document

for quick access, 'control & click' on the links.

Premises Overview

Booking your Event

Publicising your event

Getting into the Hall

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Rules

Alcohol/Running a Bar

Drinking and eating equipment

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Heating and Lighting

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Paying for your Event

The following topics are listed alphabetically.

Building Overview

There are several parts of the building that can be hired.

At ground floor level:

- large Main Hall
- kitchen (referred to as the lower kitchen)
- ladies' toilets
- gentlemen's toilets
- disabled toilet
- foyer.

At first floor level:

- Stage
- meeting room (known as the Green Room)
- kitchen (referred to as the upper kitchen)
- toilet.

It is possible to book;

- the whole building
- the Main Hall, lower kitchen ground floor toilets, foyer and the Stage
- the Green Room, toilet and the upper kitchen.

See separate section on Parking.

Accessibility

The front entrance is ramped for wheelchair access, and there is a wheelchair-accessible toilet in the Main Hall to the right of the stage, which includes baby-changing facilities.

There is a ramp that can be used for the side fire escape – you will find it hanging up by the exit.

Unfortunately, the wheelchair lift up to the Green Room is not currently operative.

The PA system includes an induction loop for hearing aid users, and is best heard on the outside loop of the Hall rather than in the centre.

Accidents/Emergencies

Hirers must familiarise themselves with the Fire Emergency Plan (on the foyer notice board and website). This covers where the fire extinguishers are, what to do in the event of a fire and what information on the control panel in the foyer.

You must have a designated Responsible Person on site who is legally responsible at all times during hire.

You must keep walkways, access routes, circulation areas, and emergency exits clear at all times.

There are first-aid kits (in green bags) for minor injuries in each of the two kitchens. For more serious injuries phone 101. In an emergency dial 999, and give this address: Gaskell Memorial Hall, Emesgate Lane, Silverdale, Carnforth, Lancs, LA5 0RA. There is no public phone in the Hall.

There is a defibrillator on the outside wall of the Hall to the left of the main entrance.

An accident form, found on the lower kitchen shelves beneath the hatch, should be completed in case of an accident.

Emergency contacts are listed on the notice board by the main entrance, on the external noticeboard and on the website.

Details of the water stopcock points are provided in the foyer.

Alcohol, running a bar

For charitable and non-charitable events aiming to make a profit, there is a charge (see website) for this which goes towards the Hall's licence fee. Our licence allows the sale of alcohol to be consumed on the premises only, on any day between the hours of 11AM-11PM. You must ensure Alcohol is not be sold after 11PM and that all alcohol purchased on the premises is consumed by 11.30PM. If rather than selling alcohol you are providing it free, e.g. at a Birthday party these time limits do not apply.

Alcohol must not be served under any circumstances to any person suspected of being under 18 years of age. The Challenge 25 Policy requires that anyone who appears to be under the age of 25 needs to be asked for identification to prove that they are over the age of 18. You must display prominent signage at the point of sale indicating that the Challenge 25 scheme is in operation, with acceptable ID that includes the persons photograph, date of birth and a holographic. Challenge 25 posters can be found in the lower kitchen.

Alcohol must not be supplied as a raffle or tombola prize or similar to a person aged under 18: they must be asked to nominate an adult to accept the prize on their behalf, or must accept an alternative non-alcoholic prize.

The following items are available for use:

- beer pump (extra charge applies). The beer pump should be flushed through with water before and after use. Please notify the Bookings secretary if you wish to use this.
- bottle opener.
- See separate section for details of glasses etc.

When running a bar and generating large amounts of recycling (bottles and cans) you may find it convenient to wheel the red topped recycling bin closer to the kitchen door.

Beer can be ordered locally from the Old Schoolroom Brewery in Warton.

Bookings

Please visit gaskellhall.org.uk, where you can download a booking form, complete it and forward it (either by email attachment or hard copy) to the Bookings Secretary. You will receive confirmation of the booking.

You can check availability on the website: there are separate calendars for the Main Hall and the Green Room. Bookings can be made from January of the preceding year, precedence may be given to regular, established village organisations.

Charges, Invoicing and Payments

Hire charges are shown on the website. You will be invoiced by email or by post.

Payments may be made by; Cheque, Cash or Bank Transfer.

- Cheques should be made payable to the; Gaskell Memorial Hall
    - Posted to The Treasurer, GMH, Emesgate, Silverdale, Carnforth, Lancs, LA5 0RA.
    - Placed in the external post box by the front door (no cash in here please).
    - By bank giro credit
- Cash using a bank giro at any local bank or post office.
- Bank Transfer

For bank giros and transfers, the details of our bank account are:

Gaskell Hall
08 92 99
67470770
Business account

Please inform the Treasurer by email when a payment has been made.

Contacts

There is a list of contacts on the notice board by the main entrance and on our website.

Please note that we have no employees, all the Hall committee members are volunteers and are consequently not always available. Our cleaning and equipment set up is performed by an external company – their contact details are listed under Caretaker – they too may not always be available.

There is a booklet in the lower kitchen labelled ‘Anything we need to know’ where you can write down anything you think we need to be aware of. We check this every week.

External Rubbish bins

Our bins can be found at the far-right hand corner (looking from the street).

There are 3 bins;

Red Lid - for recycling plastic, glass, tins, cartons and Tetra Pak.

Please do not put any of the following in; Bubble wrap, Crisp packets, Hard plastic items, Heavy metals, Polystyrene, Thick glass (such as drinking glasses which should be wrapped in paper and put in the grey bin).

Yellow Lid - is for recycling paper and cardboard.

Please do not put any of the following in; Cardboard or paper that is dirty, wet or greasy, Cartons or Tetra Paks (put these in the red lid box), decorated paper (with glitter foil or plastic), Beverage paper cups (as these are lined with plastic), Jiffy bags.

Grey is for most non-recyclable waste.

ELECTRICAL ITEMS OR BATTERIES MUST NOT BE DISPOSED OF IN ANY OF THE RUBBISH BINS.

If you generate too much rubbish for our bins please remove the surplus from our property. Further details waste, recycling and tip locations can be found at, https://www.lancaster.gov.uk/waste-and-recycling .

Initial Access to the Hall

Initial entry is via the Green Room (up the external staircase adjacent to the Silverdale Library).

The bookings Secretary will have provided you with:

- An Access Pin number for the Key Safe
- Aa personal pin number (or electronic fob for regular bookings) for the electronic key system.

The procedure for the first person entering the Hall is:

- Open key-safe located on the wall next to the green room door, using the Pin provided
- Use key to unlock the lock [turn anti-clockwise]
- Return key to key-safe, close the key safe and scramble the numbers
- Use your pin number provided to you on the electronic key pad

- Open the door, enter the building and close the door behind you.

The first person into the Hall must switch on the Emergency Lighting (aka Running Man signs), using the switches beside the main entrance, and these must remain on whilst the Hall is in use.

See separate sections on Accessibility and Lighting.

Hall Rules

See our Hire Conditions and the Fire Emergency Plan on our website for the full set of rules.

- You are the legally responsible person for the Safety of all people in the Hall. Make sure;
    - you know the location of all the exit routes and fire extinguishers.
    - you and your helpers now what to do in the event of an emergency.
    - exit routes are clear at all times.
- You are responsible for any damage or loss to the Hall and grounds during the hire period, and for the Hall and grounds being left in a clean condition ready for the next hirer. If the Hall and grounds are left in an unsatisfactory state, or if there is loss or damage additional charges may be levied on you.
- No naked flames are permitted inside the hall including candles.
- No smoking or vaping is permitted anywhere within the building or the car park.
- The number of people in the Hall must not exceed the following limits:
    - The maximum for the whole Hall (including the Green Room) is 199.
    - The maximum for the Main Hall is 199.

        Where seating is provided the maximum number of chairs is:

        - 140 when laid out in rows
        - 120 when laid out with tables, cabaret style
    - The maximum for the Green Room on its own is 40 standing or seated.
- No animals, other than guide and assistance dogs, are allowed on the premises.
- Electrical appliances brought into the premises must be safe, in good working order and have an up-to-date PAT testing certificate / sticker. The person/s using this equipment is/are responsible for using it in a safe manner. The power requirement must not exceed the maximum supply from a 13 Amp socket.
- No pins, Blu Tack or adhesive tape should be used on the walls or paintwork. Decorations such as balloons and streamers may only be attached by string to the hooks above the windows.

- If you expect people to make use of the stage (other than as performers) as part of your booking of the main hall, e.g. for an exhibition or sales area, a barrier should be erected across the stage front for safety. We provide a barrier (posts with retractable belts) which can be found in the Green Room.

Facilities and equipment

Tables and Chairs

Main Hall

The main hall has 140+ chairs, 12 small square tables, each seating 4-6 people, and 10 rectangular tables, each seating 8-10 people. A poster in the Hall shows where the tables and chairs are stored.

Trolleys are available to move the small tables round the hall, they must not be used for any other purpose. A chair trolley is available to move chairs around the hall and into the store room. The maximum stack for chairs is 11.

There are some cushions available in crates in the Green Room.

If you would like the furniture to be set out and subsequently taken down for you, please give the Caretaker at least 7 days' notice. There is an additional charge for this service (see website) for all events apart from Coffee Mornings where it is included in the booking fee.

There is also a set of sturdy wooden tables which may be hired from the Horticultural Society. Please contact silverdalehorticulturalsoc@gmail.com.

Green Room

The 10 tables for the Green Room are stored in the upper kitchen.

There are approximately 12 chairs in the Green Room.

Crockery, Cutlery and Glasses etc.

We have enough cutlery and plates etc. for 80 people, they are stored in the upper kitchen.

We have over 100 porcelain mugs in the lower kitchen.

We have over 50 green cups and saucers in the upper kitchen.

We have over 30 white mugs in the upper kitchen.

Tablecloths

Red and white-checked tablecloths

There is an extra charge (see website) for these apart from Coffee Mornings where the charge is included in the hire fee. They can be found in plastic crates in the lower kitchen.

White tablecloths

There is an extra charge (see website) for these and they must be booked in advance.

Glasses

We have;

- Over 130 wine glasses
- Over 60 one pint glasses
- Over 50 half pint/tumblers

There is an extra charge (see website) for glass hire.

Tombola

A tombola drum and bottle caps for use with the tombola are usually to be found in right hand side of the front of the stage - instructions are with the bottle caps. The bottle caps are kept in a green plastic box.

Please allow plenty of time to set this up.

Heating

During the winter, the heating will have been programmed to be on for your event.

The Hall is expensive to heat, please keep door opening to a minimum.

It is possible to alter the temperature between 10 and 20 by twisting the outside of the thermostats. If you alter it, please put it back to 10 afterwards.

In the Green room the thermostat is opposite the external door.

In the Main Hall it is to the left of the stage.

Insurance

A copy of our insurance policy can be viewed on the noticeboard and website.

For full details of your obligations see our Terms and Conditions on our website. In brief you should take out Public Liability insurance cover on behalf of your property and that of the Gaskell Hall.

Kitchen Equipment

There are two kitchens, an upper one chiefly for use by Green Room hirers and a lower kitchen used for Main Hall hirers.

No under 16's are allowed in the kitchens.

The following electrical kitchen equipment is provided:

Lower kitchen

- milk-frother
- water-boiler (drinking)
- dish washer
- water heater (tap water)
- fridge
- wine fridge (Instructions to alter the temperature are on the glass door)
- kettles
- fly zapper

Instructions for using the top three are provided in the kitchen.

Note several of the above devices need time to warm up/cool down.

Upper kitchen

- water heater (tap water)
- fridge
- kettles
- microwave oven
- domestic size cooker (oven & hob)

Lighting

The first person into the Main Hall must switch on the Emergency Lighting (aka Running Man signs), switches inside the main entrance, and these must remain on whilst the Hall is in use.

Toilet lights These are controlled by switches inside the main entrance.

Main Hall ceiling lights (3 lights down the middle) are controlled by 2 switches. The first of these, on the main panel by the main entrance, turns them on and off. The second, on the right-hand side of the stairs going up to the Green Room, dims the lights as well as turning them on and off.

Main Hall Pendant Lighting The switches are on a panel to the right of the stage. The top left-hand button turns on the 4 front lights, and the top right-hand button the back 8 lights. The bottom buttons turn the lights off.

Main Hall Colour Wash Lighting (multi-coloured flashing lights along the sides of the main hall above the pelmet). These are controlled from the wooden desk to the right of the stage. The pin for the padlock is 747 and printed instructions are provided inside.

Stage Lights There are switches on the right just inside the stage door from the stairs between the Green Room and Main Hall.

Green Room Lights There are switches by the outside door and by the kitchen door.

Stage Spot Lights These are owned by the Silverdale Players and there is an additional charge for using them. Please contact the Bookings secretary.

Locking up and leaving check list

You should ensure that the Hall is clean, tidy (items put back in their correct places) and generally left as you would have wished to find it.

If you did not find the Hall as you would have wished, we apologise and ask you to let us know what was wrong and if reasonably possible put it right for the next hirer.

The following cleaning equipment is provided;

- Brushes can be found in the foyer.
- Vacuum cleaners and mops can be found outside the Green Room toilet.
- Wiping down cloths are in both kitchens.
- Bin bags can be found under the kitchen sinks.
- An additional mop is provided in the lower kitchen.
- Buckets are under the sink in the lower kitchen.

<u>Kitchen checks</u>

If you have used either kitchen please ensure:

- Glasses, mugs etc are washed and returned to the right boxes and shelves
- Surfaces are cleaned.
- Floor is brushed and mopped.
- Dirty laundry is put in a large blue plastic bowl in the lower kitchen.
- Check that taps have not been left running.
- Milk Frother is clean including the nozzle.
- Dish Washer has finished its drain cycle, then wipe it down and leave door ajar.
- Check the following kitchen electrical appliances are switched off at the wall sockets:
    - dish-washer (lower kitchen only)
    - milk frother (lower kitchen only)
    - tap water heater (both kitchens)
    - kettles (both kitchens)
    - microwave (upper kitchen only)
    - oven (upper kitchen only)
- The Lincat water boiler in the lower kitchen is switched off via the electronic screen (unfortunately, it cannot be turned off at the socket).
- Drinks/bottle fridge in the lower kitchen is left set at least 10 degrees centigrade (unfortunately, it cannot be turned off at the socket).
- Kitchen shutter is down.

- Rubbish and recycling items are removed to the outside bins. See separate section on external bins.
- Lights are out.
- External door is locked (lower kitchen only).

Main Hall checks

- The A board (if used) has been brought back into the foyer
- Microphone/PA external switch is off
- Colour wash lighting external switch is off
- Floors should be swept and mopped if necessary (please do not use chemicals or much liquid on our beautiful wooden floor)
- Windows are closed & locked
- Window blinds/curtains are open
- Lights are out (including foyer, stage and Emergency lighting)

Toilet checks

- Taps have not been left running
- Rubbish has been removed
- No-one is left in any of the toilets
- Lights are out

Locking up and exiting- last person to leave the Hall

- The main entrance, side fire door and lower kitchen door exits must be locked from inside. **DO NOT EXIT** through the fire doors or close them from the outside, because this will cause damage. EXIT via the Green Room:
    - Leave the hall (up the stairs beside the stage) first making sure the Green Room lights are on, so you aren't plunged into darkness, then switch off the remaining hall lights using the button switch to the left of the stage.
    - Switch off the Green Room lights.
    - Close the Green Room door firmly behind you.
    - Open the key-safe, using the code provided
    - Use key in the key-safe to lock the door [turn clockwise]
    - Return physical key to key safe, close the key safe and scramble the numbers.
    - Leave quietly, especially late at night, to avoid disturbance.

PA System

This is situated to the left of the stage. It must be switched on before it can be used with the switch is on the right-hand side of the outside of the PA cupboard. The code if the cupboard is locked is 747.

Induction loop. This is for users of hearing aids. Hearing aid users will need to make the necessary adjustments to their aids to make use of the loop system. Further instructions can be found in the PA system cabinet.

Microphones

Instructions for the use of the microphones can be found on top of and in the PA cupboard.

We have the following microphones:

- One hand-held microphone on a cable which plugs into a socket at centre stage to plug into.
- Two walkabout/cordless microphones.
- There is also both a lapel microphone and a head set microphone. Only one of these can be used at a time.

Music

You can play music from your own device using Bluetooth, USB lead or jack lead.

Turn on the Denton Amp (the bottom unit in the PA cupboard) and use the source button to select preferred method of playback. Look for DN-500CB when pairing with Bluetooth. Sound levels can be controlled on your device and the master control on the machine above, and there is also a remote control.

If you wish to have a demonstration of any of this in advance please contact the Bookings Secretary.

Parking

There are 14 ordinary parking spaces and 2 disabled parking spaces adjacent to the hall, however, it is not possible for us to guarantee the availability of these. It would be appreciated, for safety reasons, if visitors could reverse into the parking spaces. There are also options to park in nearby streets. We have some traffic cones (around perimeter of the Hall) which can be used to reserve some spaces.

It is essential that the tarmac area (road) around the Hall is not blocked as it may be required by emergency vehicles.

Projection Screens and Projector Stand

There is a projection screen on the Stage. This is controlled electronically from front right-hand side of the stage (looking at the stage from the Main Hall).

There is manually controlled projection screen in the Green Room - above the kitchen shutter.

There is also a projector stand, which is kept in the Green Room.

We do not provide a projector.

Publicising your event in Silverdale

Posters can be displayed on our notice-board in the Hall foyer, and public noticeboards. There are noticeboards; opposite the Hall, on Stankelt Road near The Green, the Eaves Wood end of The Row, and at Holgate's Caravan Site. Some local shops will also display posters.

Events can also be published;

- in the Parish magazine (entries to the Editor at stjmag@aol.co.uk as Word attachments: deadline is the 12th of the previous month (i.e. 12th February for an event in March, but note that the deadline for events in both December and January is 12th November. There is no Parish magazine in August.
- on the village website villagewebsite@silverdalelancashire.uk

  The village website listing generates an entry in the weekly Silverdale Events email.

- Village Facebook pages. If you do not have access to these, please contact the Secretary.

We have a small A board (Advertising board) kept in the foyer. You may attach a poster to this and put it on the pavement in front of the Hall whilst your event is on.

To display a large banner on the outside of the Hall, please speak to the Bookings Secretary.

Wifi

Free for all Hall users. The network is, ‘Gaskell Hall Guest’ and the password is ‘Silverdale’.

End