

## **GASKELL HALL – INFORMATION FOR HIRERS**

If you are booking the hall for a Saturday morning Coffee Morning you may like to read our “Notes on running a Silverdale Saturday Coffee Morning” which describes how these events are usually run – though as the hirer you can decide how to run your own event.

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### **HOW TO BOOK AND PAY**

Please see the website [gaskellhall.org.uk](http://gaskellhall.org.uk) for up to date contact details. The Bookings Secretary email address is [bookings@gaskellhall.org.uk](mailto:bookings@gaskellhall.org.uk)

Availability for bookings is shown on the Gaskell Hall website; there are separate calendars for the Main Hall and for the Green Room. For Saturday mornings, the Hall is usually booked for Coffee Mornings, bookings can be made for a coffee morning from January of the previous year. For other events there is no time limit, although regular bookings from village organisations may be given priority even if not yet on the calendar.

Please download a booking form, from the website and send to the booking secretary or pick up from the foyer at the hall. You will receive confirmation of the booking. All our current bookings are on our website so you can check availability on the calendar.

The hire charges are on the website and printed on the booking form. If you wish to discuss the charges, please contact the Bookings Secretary who will be happy to explain them. The Treasurer will send an invoice, it will be emailed to the email address supplied on your booking form or posted if no email address available.

To pay for your event by cash you can deposit cash into our Santander Bank account at a local branch. To pay by BACS, the account number is 91185809 and sort code is 090721. Please inform the Treasurer of this.

To pay by cheque please make the cheque payable to the Gaskell Memorial Hall and post it to The Treasurer, Gaskell Memorial Hall, Emesgate, Silverdale, Carnforth Lancs. LA5 0RA or place in the treasurers post box which is located on the wall inside the store room (no cash in this please). If you have any questions please email the Treasurer on [treasurer@gaskellhall.org.uk](mailto:treasurer@gaskellhall.org.uk)

## **EMERGENCY ACTIONS / CONTACTS**

A first aid box is available in the kitchen for minor injuries.

For more serious injuries advice may be sought from NHS Direct – 101.

For emergencies- Dial 999 and give this address: The Gaskell Memorial Hall, Emesgate Lane, Silverdale, Carnforth, Lancashire. LA5 0RA. It is strongly recommended that all users have their own mobile phones for emergencies, there is no phone in the hall. If required there is a defibrillator on the outside of the Hall located next to the side exit, instructions are on the box.

Accident forms can be found on top of the first Aid box, this must be completed after an accident.

All current emergency contacts are listed next to the light switches at the entrance of the hall.

Fire exits are located at the front of the hall (main entrance); at the side of the hall, near the stage; through the downstairs “Rigby” kitchen; down the external stairs from the Green Room for occupiers of that room.

The muster point for a fire is alongside Burrows Butchers wall opposite the main hall entrance.

Do not block the fire exits and ensure no one parks in the car park in front of the fire exit.

## **HALL LAYOUT AND REQUIREMENTS**

Please notify the caretaker at least seven days before the hire if you want any furniture to be set out for you or if you want to use any of the hall’s equipment. Deborah Holt, the caretaker, can be contacted on 07423 740570 or 01524 762 552 or email on [caretakergaskellhall@gmail.com](mailto:caretakergaskellhall@gmail.com)

The hall has 160 chairs, 12 small square tables seating 4-6 people; 10 large rectangle tables seating 8 - 10.

Other equipment available is:

1. Sound system with Blue tooth, Headphone Jack or USB playback, with hand-held or radio microphones
2. Microphone stands: short (for speaker seated at table) or tall (floor-based for standing speaker)
3. Projection screen above stage
4. Tombola drum with bottle tops and blanks (see our Notes on Coffee Mornings for more details)
5. Red and white checked tablecloths suitable for the small tables
6. White tablecloths (laundry fee will be charged) for the long tables.
7. Filter coffee machine
8. Crockery and cutlery
9. A set of very sturdy wooden tables, stored under the stage, may be hired from the Horticultural Society by prior negotiation with them. Contact Sarah Fishwick on 701 592
10. Glass hire.

11. Beer pump and shot measure.

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, please notify the caretaker so that a barrier can be erected across the stage front for safety.

## **GETTING INTO THE HALL**

Please speak with our caretaker about access to the hall.

If arriving in the dark there is an external weather-proof light switch at the bottom of the stairs. For any other access, please contact the caretaker or bookings secretary if there is a problem.

## **PA SYSTEM**

The hall has a PA system and needs to be turned on before use. The switch is located on the outside on the cupboard on the left hand side.

There is a handheld microphone on a cable which plugs into the front of the stage. There is a socket at centre stage to plug into.

The walkabout handheld microphone is stored in the cupboard and can be turned on by pressing the very small red button located at the bottom of the handle, you press this button to turn off when finished. Please ensure the mike is placed back in the cradle to recharge once used. To know this is done correctly it will light up red on the base.

You may also play music from your device using either Blue Tooth, USB lead or jack lead. On the Denton Amp (the bottom machine) please turn on and use the source button to select preferred method of play back. Look for DN- 500CB when pairing with Blue tooth.

Sound level can be controlled on your device and the master control on the machine above, there is also a remote control.

The cupboard code is 747 if it is locked.

## **WIFI**

Wifi is available for free for all hall users. The network is Gaskell Hall and the password is **Silverdale**.

## **LIGHTING**

The first person into the hall must switch on the Emergency Lighting, from the switches beside the main entrance, and these must be kept illuminated while the hall is in use.

The main ceiling lights (3 lights down the middle) are controlled by two switches, one on the main panel by the main exit door, this just turns on and off. Another switch is located by the stairs going up to the Green Room on the right hand side, it is on the stage entrance. This turns on and dims the lights.

The pendant lighting in the main hall is controlled on a panel located on the right hand side of the stage. The top buttons turn the lights on and off, the left hand top button the front 4 lights and the right hand button the back 8 lights. The bottom buttons turn the lights off.

The colour wash lighting is controlled by a slate control box, to use this please speak with the caretaker or booking secretary as training is needed.

The lighting in the kitchens is controlled by switches by the doors.

Green Room lights are also controlled by switches by the doors entering and exiting the room.

Outdoor lights the light outside the Green Room is turned on as you leave the Room by the switch by the door and you turn it off at the bottom of the stairs on the wall.

## **KITCHEN**

The bottom kitchen (also known as the Rigby Kitchen) has a fridge, a water boiler and a milk heater/frother, cups and saucers, mugs, cutlery.

The Green Room Kitchen has a fridge, two kettles and a microwave. This Kitchen also has an oven, this can be used if the Green room is vacant and you have not booked the whole hall.

We also have enough cutlery and plates for 80 people for a large event.

Please speak to the caretaker about your needs and she can make sure everything is available for you.

If you have used either kitchen it should be cleaned down at the end, all pots washed and returned to the right boxes and shelves, surfaces cleaned, floor brushed and mopped. There is a bag for dirty laundry to go in under the table in the bottom kitchen.

No under 16's to be in the kitchen and please follow guidelines set in the Food Regulations Act 1990 which preparing, serving and selling food. Please see our Hire Conditions page on the website for a link to the Food Hygiene website.

Please leave any clean tablecloths folded on the table in the bottom kitchen for future use.

## **ACCESSIBILITY**

The front entrance to the hall is ramped for wheelchair access.

Unfortunately the wheelchair lift from the main hall level to the Green Room is out of action for the long term.

There is a wheelchair-accessible toilet at Main Hall level to the right of the stage.

The hall's PA system includes an induction loop for hearing-aid users, it is best heard on the outside loop of the hall rather than in the centre.

There is a baby changing table in the disabled toilet and a chair for breast feeding if required.

## **RUNNING A BAR**

**Please ensure you follow the Hire conditions.** Further advise can be taken from visiting our Hire conditions page on our website and follow the link to the Drinkaware website.

Written permission needs to be given from the committee to run a bar, please write to the secretary in good time.

There is a charge of £30 for a bar to go towards the license fee, this is for events making a profit for charitable and non-charitable events. For clarification please speak with the Bookings Secretary.

We have a beer pump available for a Bar to be run at your event, we also have pint, half pint and wine glasses for use.

Also a jigger, bottle opener, ice bucket and fridge can be put in the kitchen on request. There is an extra fridge in the Green Room, if the green room is vacant fridge can be used at no extra cost of running a bar.

Beer can be ordered locally from OSB in Warton 01524 740 888 cost is around £85 for a 9 Gallon Cask approximately 72 pints.

The beer pump will need running through with water before use to remove and debris or dust, this also needs to be done at the end of the event.

All glasses need to be washed and returned to their storage boxes

## **AFTER THE EVENT – LOCKING UP**

The last person to leave must check that all lights are out, that everything in the kitchen is switched off, and that no-one is in the toilets.

To lock the doors, lock the main front door and side fire door exit from inside, shut kitchen door and pull shutter down, and leave the hall through the Green Room (up the stairs beside the stage) shut all the doors as you go and ensure the Green Room Kitchen shutter is down. Shut the Green Room door behind you.

### **DO NOT EXIT through any of the fire doors and shut from outside as this damages the doors.**

Whilst locking the doors, turn off any lights in the kitchen, the hot water heater, the water boiler, the milk heater/frother, and make sure taps are turned off, close kitchen window.

Check the toilets - look to see that no one is in them and ensure they are tidy and no taps are running.

Close all the windows in the hall.

Then turn off the toilet lights and foyer using the panel located at the front of the hall next to the main door, leave on the hall lights.

To turn off the pendant lighting there is a panel at the right hand side of the stage, then leave the hall and turn off the hall lights by pushing the button switch at the left hand side of the stage above the steps. Before you switch off the hall lights, switch on the Green Room kitchen so you are not in the dark!

Turn off stage lights if have been in use.

Close and windows in the Green room kitchen and Green room.

Then switch the far end of the Green Room lights on beside exit door, then switch the kitchen lights off! (located next to the kitchen door) and switch the remaining lights off as you go out of the door. Note that there is an external light to illuminate the outside stairs down from the Green Room door, which is switched off using a weather-proof switch at the bottom of the stairs. There are also external security lights which will stay lit.

In respect of those who live in the proximity of the Hall, please be as quiet as possible when leaving the Hall, especially if it is late at night. **Please make sure there is no rubbish left in the hall.**

## **PUBLICILISING YOUR EVENT**

If you want to publicise your event, please note that the Parish Magazine is widely read in the village but has a deadline of the 12<sup>th</sup> of the previous month (thus 12<sup>th</sup> February for events in March; also 12<sup>th</sup> November for events in December or January as there is a double issue). Contributions should be sent to the editor at [stjmag@aol.co.uk](mailto:stjmag@aol.co.uk) as Word attachments.

In the foyer is a notice board for events at the hall.

There are public noticeboards opposite the hall, on Stankelt Road near The Green, Eaves Wood end of The Row, Holgates Caravan Site, plus various telegraph poles, and several of the village shops will display posters for events.

The Hall also has a Facebook page which you can share your event on.

If you wish to display a banner on the outside of the hall to publicise your event, please discuss this with the booking secretary.