

BEACON HILL SPORTS ASSOCIATION

HIRE OF WICKHAM BISHOPS VILLAGE HALL – USEFUL INFORMATION

PLEASE TAKE THIS INFORMATION SHEET WITH YOU TO YOUR EVENT

1. In case of emergencies, the address of the Hall is Church Road, Wickham Bishops, Witham, Essex CM8 3JZ.
2. There is a telephone on the wall in the foyer; this phone will only receive incoming calls but can be used for 999 outgoing calls. The number is 01621 892991.
3. The light switch for the hall lights can be found on the wall just inside the door to the main hall, on the right hand side. Press once to turn on or off, press and hold to dim or brighten the lights.
4. If there is a failure of mains lighting please call 07889558846. If it lasts more than 30 minutes, the premises must be vacated
5. The hall is heated by underfloor heating, which is automatic. Heating in the Small Hall and Boardroom is by radiators. These are also controlled automatically. The air conditioning is also set automatically, however additional heating/cooling can be obtained by use of a touch screen control which is situated in the chair store on the left hand side of the Main Hall as you enter. Instructions as to its use are alongside the control box. Please read these carefully before changing the temperature setting.
6. Switches for the window blinds are on the left hand side of the stage.
7. The re-set button (red) - if the noise-limiter reacts to excessive noise – is on the panel over the doors at the rear of the hall; push this button to restore power to the sockets, which may take up to five minutes.
8. Cleaning materials and implements can be found in the cupboard in the bar area.
9. Instructions for using the dishwasher are attached to the wall in the kitchen above the appliance. Please read these carefully before using the machine.
10. The refuse cupboard containing three wheelie bins for the black sacks is located near the entrance to the Social Club towards the rear of the Hall. A sensor light will come on when the door is opened. The wheelie bin furthest from the door should be filled first.
11. In the event of an evacuation of the premises, the Assembly Point is in the top car park that runs alongside Church Road, marked by a green and white sign.
12. **Emergency numbers:**
 - a. **Mr B Sayers (Facilities Manager) 07889558846**
 - b. **Mrs M MacGregor (Booking Clerk) 07543033783**

Last updated on 22/12/13