



**East Coker Hall**  
Halves Lane, East Coker, BA22 9JJ.

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## GENERAL INFORMATION

### Damage and General Maintenance

We appreciate that damage or problems may occur during your time of hire. Gas filled balloons get released. The floor gets damaged and beer gets spilt. Please mop up any moisture with a tissue provided then leave it alone. Leave any escaped gas filled balloon for us to deal with. If anything gets broken or goes wrong, do not try to effect repairs yourself. When leaving or handing over to the next user, please leave a note for the caretaker detailing the problem or inform a key holder (most of whom have telephone answering systems). Please leave the hall in a tidy state, as you would wish to find it.

Please note that we cannot provide for the disposal of waste created by your event. Please take it home with you.

### Lights

All the light switches are to be found in the far right hand corner of the hall as you leave the kitchen.

The outer rows of strip lights are dimmable as is the strip light in the bar area. Lights in the toilets and storerooms are on automatic movement sensors.

A switch near the curtain winder controls additional flood lighting for the stage.

When you switch on the lights in the lobby the Car Park lights will come on. They will stay on for 5 minutes after this light is switched off.

### Power

There are ample power switches in the Main Hall, in the Dampier Room, in the kitchen and on the stage (see plan). However, they will all be switched off for a few minutes, after a warning light shows, if the sound level created by a band exceeds the allowable limits. ***If the power system fails otherwise, it is usually because equipment you have brought into the hall is faulty. Then check the trip switches.***

Fuses and circuit breakers are to be found in the cupboard behind the door in the Gents toilet.

### Heating

All the controls will be found in the cloakroom leading from the lobby. Follow the instructions posted on the wall.

Heating for the Dampier Room is controlled from this small cloakroom. All of the radiators will

start working after some 10 minutes. When the hot water in the boiler warms up the radiator fans will then start working. Each is controlled by the thermostat.

In normal weather conditions a usable temperature will be reached within half an hour after switching on.

If any fault is found with this system, or any other system, please phone a key holder.

### **Sound System and Induction Loop**

Your key will access the box containing all the sound equipment. This is in the small cloakroom leading from the entrance lobby.

A 'Button Microphone' for the speaker and a 'Table Microphone' that can also be used as a wandering microphone are provided. You cannot adjust the volume. Your own DVD player can access the system if you plug it into the socket provided beside the stage. You can then adjust its volume by the control provided. ***Please reset this sound level when leaving.***

Instructions for the use of these systems can be seen on the wall above the cabinet.

### **The Screen**

This may be lowered, provided that the lead to this is plugged in, by using the key provided in the box to be found on the right of the stage.

### **Chairs and Tables**

These are to be found in the store room (see plan). There are approximately 180 chairs for use in the Main Hall and 20 tables at 6ft (1.83m) and 13 tables at 4ft (1.22m). Please use the trolley to move the chairs as dragging them across the floor will damage it.

Please leave all chairs and tables as you found them following the instructions in the storeroom.

### **Other Information**

Lists of key holders are shown on the kitchen door and elsewhere. We hold all the necessary licenses and have regular inspections.