

WOODBURY VILLAGE HALL: MAIN HALL INFORMATION SHEET

No Smoking

Please note that the whole of Woodbury Village Hall is a **no-smoking** area, including the toilet facilities.

Directions for finding the key

There are two key boxes outside the Village Hall. Please use the box specified in your email, which you will find mounted immediately to the left of the front door. Enter the code given in the email and then slide the “open” button downwards to open the box. If the code doesn't work for you, slide the "clear" button downwards to reset the lock before trying again.

Please leave the key in the box with the lid closed while you are in the hall, ensuring that the weather cover is pushed back on. Follow the same procedure for locking up the hall.

Outside and Foyer Lights: the outside and foyer lights operate automatically. They will come on when you stand outside the front door or in the foyer and go off on their own.

Main Entrance Canopy Light: There is also a user controlled canopy light for use when there is a major function. Successive presses of the BOOST switch in the foyer will select the on-time or switch off.

Level Access

Level access to the main Hall is available by the following routes:

- Through the DuBuisson Room, provided it is not in use. Please do not use this route if it is in use by others.
- Via the double fire escape doors halfway down the Main Hall. From the outside go to the left around the corner of the building from the main entrance.
- Via the RBL side entrance. From the outside go to the left around the corner and down the side of the building to the RBL entrance, which is under a canopy.

Clearing Up

Please leave the Hall in a clean and tidy condition: sweep the floor if necessary, wipe any tables used, put the chairs and tables away in their normal places and lock up the Hall as you leave.

Rubbish

Please take all rubbish home with you. Additional black plastic bags can normally be found in a drawer in the kitchen.

Hall Heating:

Please feel free to switch the heating on if you are cold. The heating system on/off control is in the corridor, behind the door from the hall, to the right of the stage. The left-hand button on the controls operates the heating for the Main Hall and DuBuisson Room.

In the Main Hall there is a boost system on two of the radiators, which are fan assisted. You can turn the fans on by using the switch on the wall, next to the radiators. (The switch on the front of the radiator is only a high, low switch.) Once switched on, the fans will then operate automatically as soon as the water in the heating system reaches the correct temperature.

Hall Ventilation

There are fan-assisted ceiling ventilators in the Main Hall; the controls for these are by the Main Hall light switches.

Projector

Connection to the Main Hall projector uses a standard HDMI socket and HDMI cables are available in a box at the side of the stage. It is up to the user to ensure that his computer has a suitable HDMI port to connect to the projection system.

Various conversion devices are available in the Hall to convert signals to HDMI, but it is the user's responsibility to ensure that a suitable one is available if required. A visit to the hall in advance, to try out the projector connection, is recommended. Interfaces for iPad/iPhone (Lightning connector) and for USB-C are available.

WIFI

The village hall WIFI is Woodbury_Village_Hall and the password is "woodbury".

Hall Equipment

Tables are stored under the stage. Full details of tables and other equipment available to users are on the website: <https://www.woodburyvillagehall.org.uk/equipment> . **Please do NOT use the card tables stored in the stage wings.**

Fire Alarm

Should a fire be detected or the fire alarm sound, you should follow the "Hirer's Fire Safety Responsibilities" document. The fire alarm control panel is in the RBL Foyer, through the door to the left of the stage from the Main Hall. This may be used to silence or reset the alarm.