

The Victoria Hall Llanwrtyd Wells

Hirers Notes – Quick guide

The following information will help you make the most of your time at the Hall, so please give it a read, and ask any questions you may have ahead of your booking.

Your key works on the front door. There is a code for the back door which will be given to you upon booking. (Please note this is changed regularly)

The Hall and other rooms are blank canvases for you to furnish as you require – chairs and tables are provided – you will need to lay these out according to your needs but please return anything you use to where you found it. We do ask though that you do not use Sellotape on walls and make every attempt not to mark walls and other paintwork. You can tie items to areas if you wish though, for instance, balloons, banners.

Please do not bring in dogs other than guide/assistance dogs or any other animals.

We ask that you familiarise yourselves with the location of fire exits and extinguishers etc: there is a fire alarm in the building, with smoke alarms throughout.

Please DO NOT USE A SMOKE MACHINE as these will set off the fire alarms!

The lights in the hall, corridors, gym, meeting room and toilets are **not** automatic and will need to be turned off before you leave!

Please only use the spaces you have hired – there may be other people using the other rooms.

Please take any rubbish away with you and leave the areas used in a clean and tidy state.

The Victoria Hall is NO SMOKING and NO VAPING throughout

Fire exits are to be found as follows:

To the front - use the double doors to exit onto the front car park.

From the kitchen - leave the kitchen and use the door to the right of you.

From the gym - use the stairs to go down and use the door to the right of you.

From the meeting room - use the door in the room exiting to the back car park

The fire assembly points are at the front and back car parks.

Fire extinguishers are located in the main hall, in front lobby area by the fire exit, beside the main entrance and a CO2 (electrical fires) one by the side of the stage in the Main Hall, with fire blankets in the kitchen.

There is a First Aid kit in the kitchen on top of the fridge. Please write down what has been used on the form in the box so we can refill when necessary. In the event of an emergency please call 999.

Main Hall

Chairs and tables are available for use and are stored by the main front doors. Please ensure these are returned correctly at the end of your hire. Please do not stack more than **4** chairs as they will topple over with more.

Light switches for the hall are on a panel by the internal main doors. The lobby and outside light switches are in the lobby next to the gent's toilet doors.

The heating switches are next to the lady's toilet door, the thermostat is on the wall next to the right of the internal doors. This operates the fan heating- The hall heats up fairly quickly so you may want to turn down the thermostat after a while.

Heating in other rooms is by radiator, the thermostat is situated outside of the Gym doors upstairs. Please make sure all heating is turned off when you leave as this can incur large costs when left on.

Please sweep round the hall after your hire – there is a broom in the cupboard in the kitchen along with a dustpan/brush. Please return these once finished. Please take all rubbish and recycling away with you.

The Stage

If you are using the stage, you will be asked to read and sign the 'Usage Guide', so you are familiar with the lighting/curtains/sound systems etc. Please be aware you will be shown how to use the equipment before you use the stage facilities and will be given a contact number for any issues that occur throughout your hire.

Toilets

Ladies and gents' toilets all have handwash, paper hand towels, toilet roll, and brushes supplied. There are also nappy changing facilities in the ladies. Please ensure these facilities are left clean.

Meeting Room

The room contains 20 chairs and 2 tables that are left as one meeting table. There is a sensor light in the room that will come on when dark. Light switches are on the wall by the internal door. Please do not use Sellotape or blue/white tack to attach things to the paintwork. There is a whiteboard for use, please bring your own pens and cleaner and please

clear the board when you are finished.

Please wipe down the tables – there is battery operated vacuum in the left-hand cupboard for use if the carpet needs it. You may also use the kitchen where there is a hatch to the meeting room but be aware if there are people using the hall, they will have access to the kitchen too. Please clear away after you and if you use the dishwasher, please empty it when it's finished its cycle.

Kitchen

Cups/saucers/small plates and teaspoons etc are provided, but please bring your own consumable supplies (tea bags, milk etc). There are two local shops for any last minute purchases!

Please take any of your unused food/drink/supplies home with you after your hire.

There are cooking facilities in the kitchen. The switch for the oven etc is to the right of the cooker. You will find a selection of teapots in the cupboard next to the dishwasher, but we do not provide saucepans.

There is also a food warmer next to the cooker, but please ensure you clean this out after use and unplug it.

Please use the water urn if you need to being careful not to burn yourself and we ask that you empty it after use. You can also use the wall water heater. The switch is next to it but please make sure you empty it as per the instruction on the unit. Equally there is a kettle for use and a few mugs in the cupboard above the kettle and a filter coffee machine (please clean after use). We do not supply tea/coffee/sugar!

We also do not provide tablecloths, tin foil, cling film or kitchen roll. There are plenty of plates, bowls, small and large plates, cups and saucers and cutlery for use. Let us know of any breakages as we keep an inventory of numbers, and we like to make sure there are always enough. Sharp knives can be found in the cupboard to the left of the cooker in a grey plastic carrier box. Please return the knives to this place when you've finished. The reason is to safeguard against any accidents in the kitchen.

There are a limited number of glasses, but please hire your own if you need a large amount.

There is a dishwasher with minimum supplies in the cupboard under the sink. You **MUST** empty it after use...

Please sweep the floor and clean round the kitchen before you leave. There are cleaning materials under the sink (child locks fitted) and extra's in the cupboard. There is a broom in the cupboard, and a dustpan/brush are there too. There is a waste bin next to the cupboard. There is a handwashing station supplied with soap and nailbrush.

Please hang up any wet/used tea towels to dry on the front of the cooker – these will be collected and washed.

Covid Additional Requirements

The Victoria Hall can currently accommodate **200** people who are required to wear a mask. We recommend that you use the front door to enter and the side door in the internal lobby to exit. When we know of a booking, we can make sure the side gate is unlocked.