Operational Manual for Exeter Village Hall

Contact: Booking Officer: Margot Murphy

🔀 www.exetervillagehall.org.au 📞02 4883 4558





Useful Contact Details

Booking Officer:	Booking Officer
	exetervillagehall@gmail.com
	Phone: 02 4883 4558
355 Committee	Lynne Morrison
Coordinator:	02 4868 0704
	mail@wsc.nsw.gov.au
Maintenance	Wingecarribee Shire Council
Mantenance.	02 4868 0888 (24 hours Customer Service)
	mail@wsc.nsw.gov.au
Emergency Services:	000
	112 (Voice call from mobile)
	106 (This is the text-based emergency number)
Exeter Hall address:	16 Exeter Rd, Exeter 2579
SES	132 500
525.	132 300
RFS:	02 4868 5500
	1800 679 737 (Bush Fire Information Line)
Fire & Rescue:	02 9265 2999
	1800 679 737 (Bush Fire Information Line)
Local Police Station	Southern Highlands Police Station
	02 4869 7899 (24 hours)
AGL Gas Emergency:	131 909
Endeavor Energy:	131 003
Doisons Information.	121 126
Poisons information:	131 120

If the facility is found damaged, vandalised or left unsecure please notify the Police Assistance Line (PAL) on 131 444 and Council on 4868 0888 immediately.

IN CASE OF EMERGENCY OR IF YOU HAVE CONCERNS FOR YOUR SAFETY Contact Emergency Services on 000 immediately!

Working with you



WSC.NSW.GOV.AU

Council has developed this Operational Manual to enhance your hiring experience. This guide provides you with a quick reference on how to access the facility and how to locate and operate the equipment. Contact details are listed should you require assistance.

Contents

What is at the facility?4	
Facility Floor Plan4	
Arrival / opening procedure	
Badgery Room5	
Reuben Room5	
Outside lights	
Bi-fold doors5	
Toilets6	
Kitchen	
Operating kitchen equipment6	
Cleaning of the kitchen8	
Hall9	
Reuben room9	
Badgery room9	
Cleaning of the Reuben / Badgery Rooms9	
Technical Equipment	
Sound System10	
Controls for the Badgery room11	
Microphones	
Using your own device	
Controls for the Reuben Room12	
Close down the sound system13	
Connecting to Wi-Fi13	
Storage Area13	
Departure Procedure14	
Using the Facilities	
Emergency Evacuation	
Incident Reports14	
EXETER HALL HIRER'S CLEANING CHECKLIST15	

What is at the facility?

Exeter Village is comprised of the following:

- Hall
 - Badgery Room
 - Reuben Room
- Commercial kitchen
- Storage Areas
- Toilets
 - Accessible
 - Male
 - Female
- Technical equipment
 - ► Smart TV's
 - Wi-Fi
 - Sound system microphone and speakers
 - Portable Amplifier
 - Lectern
 - Hearing loop to both halls
- The facility
 - Portable stage
 - Outdoor play area
 - BBQ
 - Defibrillator

Note:

- All hirers are required to supply their own First Aid Kit
- This facility does not have a phone you will need a mobile phone for emergencies
- Parking: Informal on-site parking

Facility Floor Plan



Arrival / opening procedure

- 1. Unlock the main door to the hall, located between the Badgery and Reuben Rooms.
- 2. The light switch for the foyer is on the left side of the front door.

Badgery Room

- 1. The Badgery room is located on the right side of the entrance foyer.
- 2. The Badgery room light switch is located on the right side of the main entry doorway.
- 3. Switches for the fans are located below the light switches.
- 4. The front lights and fan switches are located near the old front entrance foyer.

Reuben Room

- 1. The Reuben room is located on the left side of the foyer.
- 2. Lights are on the left side of the entry door.
- 3. Switches for the fans are located on the pillar near the light switches.

Outside lights

- 4. The outside lights are on a 4-hour timer.
- 5. The Switch is to the left of the entry door.

Bi-fold doors

How to open doors

- Open the single door and swing back into the Badgery Room.
- 2. Remove the blue handle from the screw on the wall.
- 3. Place the round end of the blue handle into the bottom side edge of the concertina door into the round hold between the ↓ and ↑ arrows.
- 4. Pull the handle directly up \uparrow to remove the pin from the hole in the floor.
- 5. Hang the handle back up onto the screw on the wall.
- 6. Pull all the doors towards you to disengage the last door from the wall on the parking area side.
- 7. Walk towards the parking area folding the doors as you go.
- 8. The doors will remain open.

How to close doors

- 1. Unfold the doors as you walk backwards away from the parking area.
- 2. When all doors are unfolded, slightly push the doors away from you to engage the last door into the bracket on the wall you may need someone to assist you.



Badgery Room



Reuben Room

Bi Fold Doors – Badgery Room

- 3. Remove the handle from the screw on the wall.
- Put the round end of the handle into the round hole into the bottom side edge of the concertina door between the ↓ and ↑ arrows.
- 5. Push the handle directly down ↓ to engage the pin into the hold in the floor. You may have to move the door back or forward slightly to line up the pin with the hold in the floor. You can see the pin and hold under the edge of the door.
- 6. Hang the blue handle back up on the screw on the wall.
- 7. Close the door from the Badgery Room to line up with the bi-fold doors.
- 8. The doors will now be securely closed.

Toilets

- 1. The toilets can be accessed via the Reuben Room.
- 2. Enter through the middle single door on the right of the hall.
- 3. The light switches operate on a sensor and come on and go off automatically.
- 4. Moving down the corridor the second door is the accessible toilet.
- 5. At the end of the corridor Male toilets are on the left and the Female toilets are next to the male toilets.

Kitchen

The kitchen has:

- Fridge /freezer;
- Commercial fridge;
- gas oven and hot plates;
- urns;
- microwave;
- commercial dishwasher; and
- Cutlery and crockery for 120 people.

Operating kitchen equipment

Open Range burners

Warning:

- Great care must be taken by the operator to use the equipment safely to guard against risk of fire.
- The appliance must not be left on if unattended.
- Do not store or use gasoline or other flammable vapors or liquids near this or any other appliance.
- Do not spray aerosols near this appliance while it is in operation.



Kitchen

Note: Only cooking pans from size \emptyset 150mm to \emptyset 420 mm are suitable for use on these open burners.

Select the burner required – indicators located above the burner nobs.

- 1. Depress and turn the corresponding gas control knob anti-clockwise to the 'LOW' flame position.
- 2. With the gas control knob depressed, manually light the burner using the gas lighter provided.
- 3. Release the gas control knob after approximately 10-20 seconds after lighting the burner.
- 4. The burner should stay alight if not, repeat steps 1 to 3 above.
- 5. To achieve simmer controls, depress the gas control know and rotate between the 'HIGH' and 'LOW' positions to achieve the temperature required.

Turning 'OFF' the Open Burners

When the selected burner is no longer required, depress and turn the gas control knob clockwise back to the 'OFF' position. The selected burner will extinguish.

Gas oven

- 1. **To turn the oven on**; Depress and rotate the thermostat control knob anticlockwise to the 'PILOT' position.
- 2. While holding the thermostat control knob depressed, press the piezio ignitor button to light the oven pilot burner.
- 3. If required, repeat Items 1 to 2 until the oven pilot burner is lit.
- 4. View the oven pilot burner through the hole in the front lower sill at the back button of the oven, with the oven door open.
- 5. Release the thermostat control knob approximately 10-20 seconds after lighting the pilot burner.
- 6. The pilot burner should now remain alight if not, repeat Steps 1 to 5 above.

Note: Thermostat settings – Temperatures required between the above will be obtained by setting the control between the markings.

- Position 1: 100°C
- Position 2: 130°C
- Position 3: 160°C
- Position 4: 190°C
- Position 5: 225°C
- Position 6: 260°C
- Position 7: 290°C

Turning the Oven to 'Standby' (Pilot 'ON' only)

- 7. **To turn 'OFF'** the oven main burner / heating, set the oven thermostat control knob to the 'PILOT' position, this will turn the oven 'OFF', but leave the oven pilot burner 'ON'.
- 8. In this position the pilot burner will remain alight, but the main burner will not operate until the oven thermostat control knob is set to a temperature.

Oven 'Shut-down'

9. To 'Shut down' the oven, turn the oven thermostat control knob to the 'OFF' position. This will







turn 'OFF' the oven and extinguish the pilot burner.

10. To relight the pilot burner, refer to steps 1-6 in this section.

Microwave

- 1. Press the Start/Express Cook button once (this will operate the microwave for 1 minute).
- 2. To increase the cooking time, push the Start/Express Cook button again. Each press of the button increases the cooking time by 1 minute.
- 3. To stop cooking at any time either press to Stop/Clear button or open the door.
- 4. To clear all settings, press the Stop/Clear button.

Dishwasher

- 5. Pre-scrape and rinse the dishes with warm spray.
- 6. Cutlery should be pre-soaked in warm water.
- 7. Select any cycle on top of the control of machine operating panel.
- 8. I, II and III = 1, 2, 3 minutes. The 3-minute cycle is most efficient.
- 9. Do not overload racks or cutlery containers and minimise the overlap of crockery.
- 10. Wash cutlery with handles down.
- 11. There is no drying cycle, but high rinse temperature promotes fast drying.
- 12. Rinse agent reduces water surface tension and allows water to drain quickly.
- 13. Promptly slide the rack from the machine.
- 14. Leave the rack on the bench for 2 to 3 minutes before emptying.

Note: As cycle times are short and water consumption per cycle low, there is no advantage in overloading racks.

Cleaning the Dishwasher

1. Remove the scraps trays

2. Remove the white long plug (drain up stand) to drain the machine.

3. Leave the door of the dishwasher up.

Kitchen Tap

- 1. Pull handle towards dishwasher. Turn this handle forward for cold or back for hot.
- 2. Turn handle anti-clockwise for water from this tap.
- 3. Pull down to release hand piece then press handle for strong spray to rinse items before stacking trays for the dishwasher.

Cleaning of the kitchen

- 1. Ensure that you remove all food and drinks from the fridge at the end of your event.
- 2. Wipe up any spills from:
 - Stove top and oven
 - Grills





Sink

- Other cooking appliances
- 3. Ensure all bench tops are wiped over.
- 4. All items used must be washed, dried and put in the appropriate cupboards.
- 5. Please sweep and mop the floor.
- 6. Empty all bins and reline with clean bags. Remove all rubbish from the facility.

Please DO NOT turn the fridges OFF.

Note: Casual hirers please bring your own cleaning products and tea towels.

Hall

When setting up your event, please do not block any exit doors with equipment (including tables and chairs).

Reuben room

Heating

- 1. There is a gas floor heater, located between the kitchen and toilet doors.
- 2. To turn the heaters **on and off** press the button under the small lid on the top of the heater and adjust the temperature as required.

Fans

1. The control switch is on your left before you enter the Reuben room, at the front of the hall.

Power Switch Board

The switch board that controls the power for the Reuben room is located in the kitchen above the pot washing machine.

Badgery room

Heating

- 1. There is a gas floor heater, located on the left wall approximately half way down.
- 2. To turn the heaters on and off press the button under the small lid on the front right side near the top of the heater and adjust the temperature as required.

Fans

The control switches are on your right before you enter the hall and at the front of the hall.

Cleaning of the Reuben / Badgery Rooms

- 1. To avoid damage please do not drag heavy objects across the flooring.
- 2. The cleaning cupboard and cleaning equipment is located at the end of the Badgery Room. It is the last cupboard on the right, in the old foyer.
- 3. Ensure all tables, and chairs are wiped over.
- 4. Ensure all tables and chairs are stored correctly in the designated area.
- 5. Empty all rubbish bins and reline with clean bin liners. The bin liners are in the left cupboard in the kitchen.

Please Note: Only use the spray mop supplied to clean the toilet floors.



Heater



Power Switch Board



Technical Equipment

PLEASE NOTE THAT SOMEONE FROM THE COMMITTEE WILL DEMONSTRATE THE CORRECT USE OF THE SYSTEM BEFORE YOUR EVENT

Sound System

- 1. Open the AV equipment box, located on the left as you enter the Badgery room.
- 2. Unlock the four silver wing nuts by turning the silver wing handle anticlockwise.
- 3. This will release the front panel ready to pull away.
- 4. Lift off the front cover panel.
- 5. Slide the lid, to store while in operation, between the sound system box and the wall.
- 6. Turn on the white switch (press down). Wait for 30 seconds.

Don't touch any controls or plugs

- 7. Remove the iPad from the top recess
- 8. Unplug the white power cord from the iPad
- 9. Tuck the cord back into the recess
- 10. If the iPad is not on, press the button on the top RH edge of the iPad wait,
- 11. You may see a message "No Sim Card installed"
- 12. Press OK then wait.
- 13. If at any time, the iPad says "No Connection" for longer than 30 seconds turn the iPad off then on again.
- 14. Tap Safari.
- 15. It will automatically go to the page (url) mixer.io
- 16. If the iPad does not automatically go to **mixer.io** go back to home page and go to settings,
- 17. Go to Wi-Fi choose soundcraft exeter NOT Exeter Village Hall.
- Now when you go to mixer.io the home page asks you to choose either phone or tablet, press tablet (icon on right).











Controls for the Badgery room

- Go to Mix (icon is MIX/GAIN, make sure that MIX is highlighted in white) to set and change levels for the Radio Microphone etc.
- 2. Check that Radio Microphone setting is around 24 on the +18.2Db.
- 3. Use the red Master Switch for overall volume control.
- When using Line in L and Line in R will work together (Line in L and R is for music from an outside source).
- 5. Volume Control is the red master on RHS of screen.
- 6. Channels 1 to 11 are for various microphone inputs, these inputs are on the wall, in Badgery, near the heater.
- 7. If using other microphones than Exeter Hall, the same thing applies to Channels 1 to 11.

CH 10

Troubleshooting

- If you have followed all the procedures faithfully until now and you still have no sound from the Microphone (and the exterior microphones if you are using them).
- 2. Firstly, check that MUTE is not highlighted in red. If it is, tap it so it goes back to white.
- 3. If it does not work;

Go to MIX/GAIN and tap so GAIN is highlighted in white.

- If the volume of radio microphone (or microphones 1 11) is down low/or off adjust/increase volume to these settings;
- Radio Microphone should be around 24 on the +18.2Db.
- 5. Go to MIX to set and change levels for the Microphone here.
- 6. Use the red Master Control for overall volume control.
- 7. To scroll between Radio microphone, Line in and other microphones slide sideways.
- 8. Touch/Click and slide on the mixer screen to scroll along.







Microphones

- 1. Most hirers will use the Radio and Microphone supplied by Exeter Hall Management Committee.
- 2. Remove Radio Microphone pouch from top recess.
- 3. There should be 2 x AA batteries for spares if needed.
- 4. Press microphone on so light appears.

Radio microphone feedback

If feedback occurs on the Radio Microphone don't stop talking or move the microphone away from your face as it will self-correct within 10-20 seconds.

Using your own device

NOTE: IT IS STRONGLY RECOMMENDED THAT YOU ALWAYS USE THE HALL'S IPAD TO CONTROL THE AMPLIFIER

- Your own iPad or Tablet
- Your own Smart Phone
- Your own Laptop
- 1. Remove the end of the white headphone jack from the top recess.
- 2. Connect to your device.
- 3. Select soundcraft exeter to connect to Wi-Fi.
- 4. Selecting Exeter Village Hall Wi-Fi will not work.
- 5. Password is 2579lloyd
- 6. Go to url-mixer.io
- 7. Choose either Phone or Tablet (includes Laptop).
- 8. Set your levels in MIX.
- 9. Controls for the Reuben Room are labelled NEW ROOM
- 10. Controls for outside speakers are labelled OUTSIDE
- 11. Controls for Hearing Loop are labelled LOOP.
- 12. Controls for any Foldback speakers are labeled FOLDBACK

Controls for the Reuben Room

- 1. Tap on AUXSENDS so it is highlighted in yellow.
- 2. Tap on NEW ROOM
- 3. Set controls for Radio Microphone, Other Microphones, Line in (Music) as for the Badgery Room.

Outside speakers

- 1. Tap on AUXSENDS so it is highlighted in yellow.
- 2. Tap OUTSIDE
- 3. Use instructions for NEW ROOM

Troubleshooting

- IPad If the iPad sys "No Connection" for longer than 30 seconds turn the iPad off then on again.
- Radio Microphone If feedback occurs on the Radio Microphone don't stop talking or move the

microphone away from your face as it will self-correct within 10-20 seconds.

Foldback speakers

- 1. Tap on **AUXSENDS** so it is highlighted in yellow.
- 2. Tap FOLDBACK
- 3. Use instructions for **NEW ROOM**

Close down the sound system

Hall IPad or your IPad, tablet or laptop

- 1. Turn off the hall's iPad by closing the cover.
- 2. Reconnect the hall's iPad to the white power plug.
- 3. If using your own iPad, Tablet or Laptop re-connect the hall's iPad to the white power plug.
- 4. Replace iPad into the top recess.

Your phone

- 5. If using your own phone, reconnect the hall's iPad to the white power plug.
- 6. Replace iPad into the top recess.

Radio microphone

- 7. Turn off the hall's Radio Microphone by pressing the button.
- 8. Light will go off!
- 9. Replace Radio microphone and batteries into their zipper pouch and place into the top recess.
- 10. Lift on the front cover panel.
- 11. Lock the four silver wing nuts by turning the silver wing handle clockwise.
- 12. This will lock the front panel.
- 13. If available, lock the two padlocks;
 - on the top RHS of the front cover
 - on the bottom LHS of the front cover

Connecting to Wi-Fi

- 1. Select the Wi-Fi network named WAVELINK (Inside coverage only)
- 2. Log on as Inside (coverage)
- 3. Password is Hallguest.

Storage Area

See packing instructions for the store room located on the door.

- 1. There are 180 chairs in Exeter Village Hall and they all need to be stacked twelve (12) high.
- 2. Slide the chair trolley centrally under the stack of chairs and tilt it back to collect the chairs.
- 3. Place the stacks of chairs to fit five sets of 12 chairs against the back wall of the storeroom.
- 4. Place a second row of chairs to fit another five sets of 12 chairs behind the first row.
- 5. Then place another two stacks side by side on the left-hand side behind the other stacks. Then

place three stacks one behind the other against the right-hand wall.

- 6. There are twenty-five (25) tables in the facility. Twelve (12) tables should be returned to the table trolley in the store room and thirteen (13) tables returned to the table trolley located in the front foyer.
- 7. The smaller tables can then be stored against the left-hand wall between the ladder and the stacked chairs.
- 8. There should now be 180 chairs stacked plus 4 small tables, large table trolley and chairs trolley.
- 9. All tables to be wiped clean before being stacked away.

Departure Procedure

- 1. Ensure all clean up procedures above have been followed.
- 2. Close and lock all windows.
- 3. Ensure all equipment has been turned off (except for the fridges) and all power points are off.
- 4. Turn off all heaters.
- 5. Turn all ceiling fans off.
- 6. Toilets should be checked to ensure they are being left clean and tidy.
- 7. Turn off all lights.
- 8. The lights in the toilets and the storeroom are operated via a timer and will turn off automatically.
- 9. Exit the building as soon as this has been done and lock the main door to the Centre.

Using the Facilities

10. There are 18 power points in the facility and they are located at the following locations:

- Reuben Room 5 doubles
- Badgery Room 4 doubles
- Kitchen 4 doubles
- Store room 1 double
- Verandah 4 doubles need to be switched on from the inside power point

Emergency Evacuation

- 1. In the case of an emergency, you as the Hirer are responsible for the emergency evacuation of those attending your event and ensuring that all participants go to the designated emergency assembly area as indicated in the facility's evacuation diagram.
- 2. Ensure no person re-enters the Facility until clearance is given by Emergency Services or Council Officers.
- 3. Evacuation plans must not be removed from the walls or covered over.

Incident Reports

All incidents at the Facility must be reported to Council within 24-hours on Council's customer service line (02) 4868 0888 or email: <u>mail@wsc.nsw.gov.au</u>. An Incident report forms needs to be completed and returned to Council. These forms are in a magazine holder in the kitchen.



EXETER HALL HIRER'S CLEANING CHECKLIST



To ensure the Bond is fully refunded, tick each checklist item when complete.

- □ External screen doors locked
- □ Glass sliding doors and main doors locked
- U Windows shut and locked (try to lift bottom window to check)
- □ Fans turned off
- □ Heaters turned off
- □ All blinds closed
- □ Tables (13) stacked on their sides on the trolley (no tables balanced on top of trolley) in Storeroom. Chairs to be stacked 12 high only. Refer to photographs displaying correct stacking of tables and chairs inside Storeroom door.
- □ Storeroom items to be returned (if used): 1 soft broom; 1 step ladder; 1 extension ladder; 1 long handled dustpan and broom set and 4 blue fold-up tables.
- □ Lectern stored (if used)
- □ No marks on the walls
- No finger marks on glass doors
- □ All floors swept & mopped (all cleaning equipment located in Front Foyer cupboard)
- □ Mats vacuumed (vacuum cleaner located in Front Foyer cupboard)
- Dever points turned off (check external power points)
- □ Kitchen benches wiped clean
- □ Sinks clean check drains and strainer plugs are in place
- Dishwasher empty, cleaned, drained (no water remaining under grates) lid up
- □ Washing up/cleaning products stored in locked cupboard beneath sink
- □ Stove drip tray under burners and oven cleaned
- □ Turbo steam oven turned off & 5 gastronome trays replaced in racks below turbo oven
- Urns emptied and put away
- Crockery/cutlery/glassware washed & dried & put away as per labels on shelves
- □ Roller doors shut please raise and lower slowly
- □ Refrigerator cleaned and emptied. Freezer temperature set to 5
- □ Commercial refrigerator cleaned and emptied
- □ Toilets clean floors mopped basins wiped toilet rolls replaced PTO



- □ Sound system/audio/microphone locked away
- □ Front Foyer: Tables (12) stacked on their sides on the trolley (no tables balanced on top of trolley)
- □ Front Foyer: cleaning brooms, mops etc. returned
 - 1 soft broom
 - 1 orange dust mop
 - 1 blue scissor dust mop
 - 1 straw broom (hanging behind cupboard)
 - 1 green dust mop
 - 1 blue micro fabric mop
 - 2 orange mop buckets
 - 2 mops hang above orange mop buckets, mop heads will hang inside buckets
- □ All bins emptied & all rubbish removed (check all 3 bathrooms)
- □ All bins relined (replacement bags are in LHS roller door cupboard)
- □ Verandas clean
- □ Folding door between 2 halls closed as per instructions on wall
- □ Lights turned off
- □ Key returned to coded box at front door

Thank you EHMC