



The Cliffe Hall, Lewes, BN7 2AH www.cliffehall.uk

USERS' GUIDE

Welcome to The Cliffe Hall. The Cliffe Hall is owned by a historic charity, The Cliffe Feoffees which was established in the 1603 for "the reparation of the church and sustentation of the poor". Today it works with local organisations and individuals for the benefit of the Cliffe area.

The Cliffe Hall is managed (on behalf of The Cliffe Feoffees) by the Clerk to Cliffe Hall, known as the Hall Manager: Email hall@cliffehall.uk. Tel: 01273 937755.

KEY POINTS for ALL USERS - The following is an attempt to make using the hall easier for users. The Clerk will show you how to stack the chairs and tables and how to use the screen hand control, hearing loop, etc. For ANY queries please contact the Clerk.

Lighting: On arrival you will find a combination of lighting. Some are sensors and the others are operated by a switch. The sensors are: inner porch, passage way outside the toilets, the toilets and there is one in the kitchen. The sensor lights are on for several minutes at a time and will stay on all the time they detect heat and movement. Please see the "Leaving the hall procedures" for more details.

The switch-operated LED lights are: the main hall which has a 2-way switch (one in the inner porch and the other by the kitchen door), the table room, the kitchen and the stage. The hall's wall lights are operated from a switch to the left inside the main doors and the stage spotlights are operated from the stage.

The outer porch and the ramp have sensor lights which come on at dusk and go off at dawn.

KITCHEN: There is:-

- Small fridge which is kept on all the time. Please do not turn it off.
- Wall kettle. Please turn it on on arrival. It will take approximately 30 minutes to heat up and the amount of water it holds is sufficient to fill one of the large tea pots. If you are needing a constant supply of hot water for beverages then it is recommended to use the ordinary kettles as well.
- Right hand cupboard under the sink: Tea pots, spare kettles and cutlery.
- Left hand cupboard under the sink: Spare paper hand towels. Please use them for mopping up spillages.
- Cooker. This is a normal domestic cooker so will have limited use. The hob is gas and the oven is electric.
- Cupboards over the fridge. ALL **WHITE** plates, cups, saucers and mugs. There are about 50 cups and saucers and if you need more than this number, please let the Clerk know and additional cups and saucers will be supplied.
- Corner cupboards next to cooker. (Upper cupboard) ALL **COLOURED** mugs and glassware and (large lower cupboard) all dinner plates, cereal bowls and miscellaneous crockery.
- Small cupboard next to the cooker - the extension lead and rubber cable cover are stored here.
- Fire blanket by door.
- Notice Board.

- First Aid Box.
- Accident Report Book (ALL ACCIDENTS MUST BE REPORTED)
- Incident Report Book. Please report any damaged or broken items found in the hall or ANY Health and Safety issues. This will enable Health and Safety hazards to be rectified as soon as possible.
- Window key – operates ALL windows. Please return it to the hook after use.
- Steps – supply of mops, brushes and dustpan, etc hanging on hooks.
- Fire extinguishers – top of steps: CO2 & Powder.
- Washing up liquid, soap and a “J” cloth are supplied.
- Supply of hand towels and a dispenser.
- Smoke alarm.

We ask the following of the users:

- Wash all crockery, cutlery and trays before returning them to their correct cupboard/drawer/space.
- Not to put heavy cutlery in the drawers.
- To make sure the wall kettle and cooker are turn OFF after use including ignition wall switch.
- Not to leave food on the work tops or in the ‘fridge.
- Do not allow children under 12 in the kitchen.
- Do not allow animals in the kitchen.
- Not to use electrical appliances in the kitchen eg microwaves.
- To please remove all rubbish and replace the bag with bags provided.
- Please bring your own tea towels and take them away with you after use.
- Wipe the work surfaces and sweep the floor after use.
- Wipe the cooker hob and oven after use.
- Replace mops, brush & dustpan, brooms, etc on the coat hooks. (not floor or steps)

Health and Safety: (See Health & Safety policy)

- DO NOT WEDGE the door open between the kitchen and the passageway as it is a FIRE DOOR.
- DO NOT DRINK the water from the tap over the “round” sink.
- DO NOT LEAVE MOPS/BROOMS/CLOTHING/BAGS, etc on the steps or the area outside the boiler room.
- BE AWARE OF KETTLE FLEXES and hot water.
- RECORD ALL accidents in the Accident Report Book and to the Clerk of Cliffe Hall. (Email preferable)
- RECORD ANY defective equipment, broken crockery, etc in the Incident Report Book and to the Clerk of Cliffe Hall (email preferable).

INNER PORCH:

- Coat hooks – it is strongly recommended not to leave valuables in coat pockets. The Cliffe Hall is not responsible for any losses or damage to property. The hall is accessible to the public.
- Fire extinguisher: Foam:
- Health and Safety:** (See Health & Safety policy)
- NOT TO leave bicycles, buggies or any tripping hazard in the porch
- NOT TO wedge the main double doors into the main hall open as they are FIRE DOORS.
- NOT TO cover the emergency light.
- NOT TO OBSTRUCT MAIN OUTER DOORS (Fire exit)

OUTER PORCH/RAMP:

- Sensor lights.

We ask our users to: Make sure the building is securely locked after use.

Health and Safety: (See Health & Safety policy)

- DO NOT OBSTRUCT the main doors (both outside & inside) as they are an emergency exit.

MAIN HALL:

- 70 chairs.
- 3 tables.
- Piano – please ask the Clerk for the piano flex.
- 2 Fire extinguishers – Foam & CO2
- Smoke alarm.

We ask the following of our users:

- Not to put posters on the wall.
- Not to wear footwear that will damage the hall floor.
- Not to drag the chairs across the floor.
- Keep 3 tables in the main hall so that our users with special needs can use them for meetings.
- Use the blue mop to sweep the floor after use.
- To be vigilant as to how the chairs are stacked. Please read the wall instructions.
2 rows ONLY: Back row 5 stacks of 8 chairs and front row 5 stacks of 6 chairs (70 chairs).
No tangled legs. No chairs in front of the fire exit.

Health and Safety See Health and Safety policy

- Be vigilant about any spillages. Paper towels are in wall dispenser in kitchen and spare paper towels are kept in the left side cupboard under sink for wiping spillages.
- DO NOT OBSTRUCT the fire exit doors or cover the emergency lights.
- Chair stacking.

TABLE ROOM:

- 11 large tables.
- 12 beech wood card tables
- 6 grey medium tables
- 3 dark wood card tables.

We ask the following of our users:

- To be vigilant as to how the tables are stacked. Please read the instructions on the wall.
- Wipe the tables before putting them away.
- Not to use any substance on the card table that will mark the baize. It spoils the tables.

Health and Safety: (See Health and Safety policy).

- Table stacking

STAGE: There are:

- 10 chairs for stage meetings.
- Chest of drawers which stores the: (i) Screen hand control, (ii) Hearing Loop & (iii) Piano flex.
- Sliding doors to divide the stage from the main hall.

- Spotlights.
- Electric screen.
- Window key over window.

STAGE cont.: We ask the following of our users:

- To return screen hand set/hearing loop/piano flex to the chest of drawers.
- To be careful with the very small microphone (hearing loop) as it is expensive and return it to the box after use. Spare battery is in the box.
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Health and Safety: See Health and Safety Policy

- BE AWARE of the stage edging.

PRECINCT:

- There is very limited parking BETWEEN THE HALL AND THE CHURCH ONLY.
- Parking is STRICTLY FOR VISITORS TO THE CHURCH AND HALL.
- The precinct is not a public car park and cars should be removed after attending the hall or the church.

We ask the following of our users **AND Health and Safety:**

- TO KEEP THE PRECINCT ENTRANCE CLEAR FOR EMERGENCY VEHICLES.
- To be aware of people with special needs who may need to park near the hall entrance.
- BE AWARE OF pedestrians

GENERAL:

- There are no storage facilities unless by special arrangement. All items left in the hall are at the risk of the owner.
- No smoking/vaping ANYWHERE on the premises and outside near the hall and church.
- BE VIGILANT about Health and Safety and risks.
- Please use the hall responsibly and with respect for other users and our neighbours.
- Please leave the hall clean, tidy, safe and secure and use the "Leaving the Hall Procedures" leaflet.
- Lost property is kept for 1 month and then disposed of.
- Electricity, water and heating are included in the hiring charge. We ask you to use electricity and water with care in order to keep costs down. Heating is set at 18C.
- The windows are key operated. (Key in kitchen by Accident Report Book).

End of hire:

- Please return key to the Clerk if appropriate.
- Lights/electrical appliances are turned off.
- Please make sure you have carried out ALL the items of "The Leaving the Hall Procedures".