

THE CLIFFE HALL USERS' GUIDE

Welcome to The Cliffe Hall which is owned by a historic charity, The Cliffe Feoffees, established in 1603 for “the reparation of the church and sustentation of the poor in Cliffe.” It continues to support repairs to the St Thomas a Becket Church and now works with organisations and individuals to support people in Lewes who are struggling financially or otherwise.

KEY POINTS FOR ALL USERS: The following is an attempt to make using the hall easier for users. The Hall Manager will show you how to stack the chairs and tables, how to use the screen hand control, hearing loop, etc etc. For ANY queries please contact The Hall Manager. Whilst this document is meant to help you understand the layout and workings of the Hall, **it is essential that you fully read and digest our Health and Fire Safety Policy which provides important details about procedures.**

ON ARRIVAL

Automatic Lighting Inside: On arrival in the Lobby the lighting is operated by sensors in the Lobby, Passage Way, All 3 Toilets and one small light in the Kitchen. You do not need to turn them off.

Switched Lighting Inside: The Main Hall lighting switch is inside the Lobby, to the left of the two doors for entry into the Hall. You ONLY need to switch on the right of the two switches. Just inside the Hall, on the left there is switch that operates the wall lights in the Hall.

Other Switched Lighing: the table store room, the kitchen and the stage.

Automatic Exterior Lighting: The outer porch and the ramp sensor lights which come on at dusk and go off at dawn.

Inner Lobby

- ❑ Coat hooks: We strongly recommend people not to leave valuables in coat pockets. The Cliffe Hall will not be responsible for any losses or damage to property.

Please:

- ❑ DO NOT leave bicycles, buggies or any tripping hazard in the porch
- ❑ DO NOT leave the main double doors into the Hall wedged open as they are FIRE DOORS.
- ❑ DO NOT cover the emergency light.
- ❑ DO NOT OBSTRUCT THE MAIN OUTER DOORS (both outside & inside) as they are an emergency exit.

THE MAIN HALL

IMPORTANT INFORMATION & REQUESTS:

- ❑ 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 is allowed ANYWHERE on the premises and outside near the Hall and Church.
- ❑ NO NAKED FLAMES ARE ALLOWED IN THE HALL – the only exception is the Gas Hob.
- ❑ 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 “Hirers Checklist” sheet.
- ❑ Lost property is kept for 4 weeks 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 remotely controlled. If you find you are too cold or too warm please phone the Hall Manager who will normally be available to change the settings remotely (07522 327301)
- ❑ There is good Broadband free of charge in the Hall – The ID and Password are on the board

immediately on the left as you enter the Hall.

- The windows are key operated: The key for the 4 Main windows are on a hook on the right frame of the 4th Window; there is a key on a hook for the Kitchen window (right frame) and for the Stage Window (left frame hidden by curtain)

Some Health and Safety

- DO NOT WEDGE the door open between the kitchen and the passageway as it is a FIRE DOOR.
- Similarly DO NOT WEDGE the door open between the kitchen and the door to the Stage.
- YOU MAY WEDGE the door between the Kitchen and the Hall *for a few minutes at a time* in order to move items in and out of the Hall.
- Similarly, YOU MAY WEDGE the door between the Hall and the Lobby while moving items in and out of the Hall.
- 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 Hall Manage. (Email preferable)
- RECORD ANY defective equipment, broken crockery, etc in the Incident Report Book and to the Hall Manager (email preferable).

MAIN HALL CONTENTS:

- 80 chairs.
- 3 tables.
- Locked Cupboard for Hall Use

Please:

- Do not put posters on the wall
- Do not use pins or blue tack or tape for decorations. Please use the damage free hangings that are available usually in Homebase, Tesco and WH Smith
- Do not wear footwear that will damage the hall floor.
- Please stack the chairs strictly following the instructions on the wall, and double check that helpers are following those instructions.
- Do not drag the chairs across the floor
- Put any black rubber
- Put 3 tables in the Main Hall in their usual position when you leave (see drawing of the Hall on the back of the Checklist which shows the location of the tables and chairs).
- Use the blue mop to sweep the floor after use.
- Act quickly to deal with any spillages. A roll of paper is kept on the stage for mopping up spillages.

STAGE:

- Currently there is a Chest of drawers on the stage. The top drawer contains:
 - (i) 2-socket Extension Reel 4 metres
 - (ii) 4-socket Extension Lead 1 metre
 - (iii) Hearing Loop Wireless Microphone
 - (iv) Yamaha Piano mains connector
- (iv) There are heavy Sliding doors to divide the stage from the Main Hall. **PLEASE DO NOT USE THESE UNLESS YOU HAVE ASKED THE HALL MANAGER IN ADVANCE. For fire exit reasons, once the sliding doors have been closed NO ONE CAN USE THE STAGE**
- Main light on the Stage (switched to the left of the door on right side of the stage)
- Spotlights at the front of the Stage. Their switch is located just behind the right side of the wall looking at the stage from the Hall. You turn the lights on and off by pressing the round button and control the lighting by turning the button.
- Electric screen (control on the left facing the screen from the Hall).

- Window key on the left of the Stage Window

Please:

- Return the screen hand set to its pocket and return the hearing loop microphone/piano mains connector/2-way 4 Metre Extension Reel to the chest of drawers if used.
- To be careful with the very small microphone (hearing loop) as it is expensive and return it to the box after use. A spare battery is in the box.
- BE AWARE of the stage edging to avoid a fall.

TABLE STORE ROOM:

- 11 large tables.
- 12 beech wood card tables

Please:

- Read the instructions on the wall take care how you stack the tables.
- Wipe the tables before putting them away.
- Do not use any substance on the card table that will mark the baize—it spoils them. Plasticised covers are available to protect the baize.

KITCHEN

- Small fridge which is kept on all the time. Please do not turn it off.
- Wall Boiler. Please read the instructions on the wall. 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 may be necessary 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 Hall Manager 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 appropriate hook after use.
- Steps—supply of mops, brushes and dustpan, etc hanging on hooks.
- Washing up liquid, soap and a “J” cloth are supplied.
- Supply of hand towels and a dispenser.
- Bottle of Floor Cleaner for the Hall Floor and Cloth for wiping up trodden food and erasing mask
- Smoke alarm.

Please will all users of the Kitchen:

- Wash all crockery, cutlery and trays before returning them to their correct cupboard/drawer/space.
- Not put heavy cutlery in the drawers.

- ❑ Make sure the wall boiler and cooker are fully turned off when leaving.
- ❑ Not leave food on the work tops or in the fridge.
- ❑ Not allow children under 12 in the kitchen.
- ❑ Not allow animals in the kitchen.
- ❑ Not use electrical appliances in the kitchen eg microwaves.
- ❑ Remove all rubbish and replace the bag with bags provided.
- ❑ 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)

PRECINCT:

- ❑ The precinct is not a public car park. Hirers—and helpers who might need to convey bulky items—are allowed to park their car(s) tight up against the Hall entrance for setup and take down and should leave as much space as possible for emergency vehicles. When their session is finished they must remove their car(s) so that the next hirer can park as necessary. Please never leave your car and go shopping etc!!
- ❑ People with special mobility needs can park near the Hall entrance and shol. Please contact the Hall Manager if you have other special reasons for requesting parking for your clients close to the Hall.
- ❑ Please be aware of pedestrians and ALWAYS ensure the entrance to the precinct is NEVER blocked to Emergency vehicles.

LEAVING THE HALL

- ❑ **Please make sure you have carried out ALL the items in the Hirers Checklist on leaving.**
- ❑ **NEVER Leave any fire doors wedged open when you leave.**

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