



IONA VILLAGE HALL
ISLE of IONA

Scottish Charity Number: SC047362

WELCOME TO IONA VILLAGE HALL

DRAFT

Iona Village Hall is run by volunteers as a charitable trust and the island rely on hall users to help the community keep it in a safe, clean and usable condition. This guide gives information about all aspects of the hall which users should be aware of when coming to an event in the hall, planning their activities or event and clearing up afterwards.

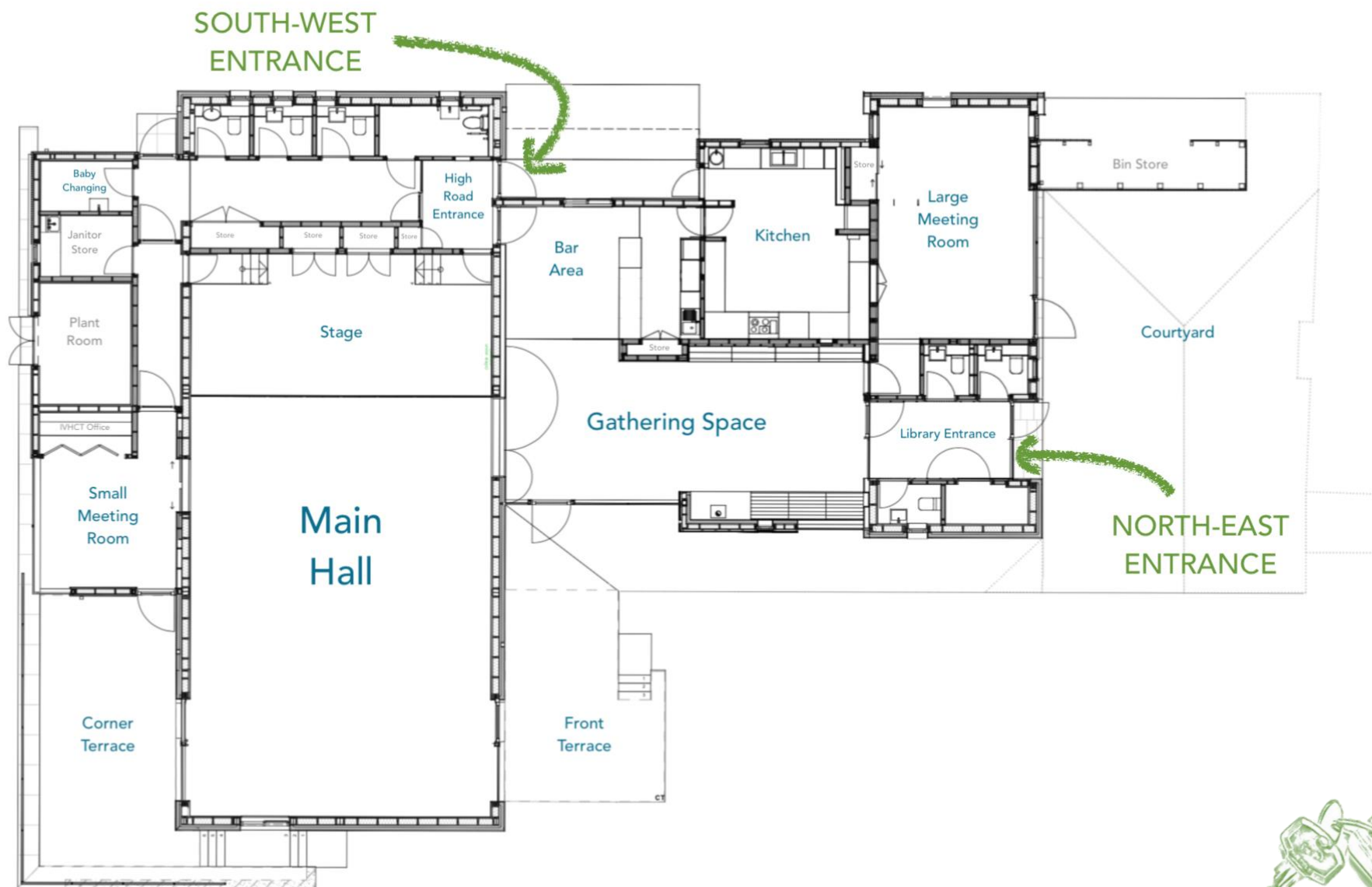
General Guidance for Hall Users:

- Be aware of the different and additional risks our new building presents
- Use the spaces and equipment that are booked
- Leave things as you find them
- No smoking, vaping, candles or tea lights in any of the indoor spaces.
- The heating is not adjustable on demand and room thermostats are child-locked.
- Assistance Dogs are allowed indoors – all other dogs are welcome in the outdoor areas.
- No wheels indoors other than buggies or mobility aids.
- Lightweight/flyaway balls can be used in the main hall – please keep below shoulder-height to avoid damage to lights, projector or speakers.
- For their safety, children under 14 are not permitted in the kitchen, behind the bar or in storage areas at any time. They should not be on the stage, except for performances
- Give consideration to our neighbours when parking, running or attending an event, and particularly when playing loud music.

USEFUL CONTACTS Should you experience a problem or have a query please contact one of the following:

Fiona Kyle	07709 454309
Joanne MacInnes	07860 550665
Anja Jardine	07856 431590
Gordon Bruce	07968 201903
Kate Gordon	07810 550833

Mairi MacDonald	07740 363081
Jana Mclellan	07840 650199
David Allaway	07759 331140
Rebecca Knight	07971 479970



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USING THE BUILDING

Plan Ahead

Once your booking starts, the hirer is responsible for the security, safe operation and condition of the hall and its contents, and the behaviour of everyone present during the hire period. You should:

- Supervise activities, keep an eye on risks and take appropriate action when required
- Ensure spillages and other debris are cleaned up as soon as possible to prevent a hazard developing and to prevent damage to the hall floors and equipment (see [page 16](#))
- Ensure that regulated entertainment, the sale of alcohol and other licensed activities finish up before the expiry time of the licence(s) and that all event activity has finished up by (tbc) unless a later time has been agreed
- Be prepared to implement emergency procedures and evacuation if necessary (see [page 20](#))
- Recruit helpers, if needed, who can:
 - assist in the event of an emergency
 - control access or monitor security
 - For children and youth activities, supervise children as agreed.
- Brief all helpers at the event on fire safety and emergency procedures

Orientation

You should familiarise yourself with the layout of the hall, the rooms and facilities available, the location of the fire equipment and emergency exits and what to do in an emergency, and check that you know how to locate and use any furniture or equipment you need.

Should there be others using the building, you are encouraged to make yourselves known to each other in the interests of co-operation and security of the building. In particular, the Gathering Space and bar/kitchen area are a communal space and may be in use by more than one group at a time for preparing refreshments, accessing cleaning or first aid materials and washing up.

Keys

You will be issued with a key, or the door will be unlocked on your behalf, by arrangement. If you are accessing the key from the Key Safe, you will be given clear instructions on how to do this. The key should be kept with you at all times so that you are never locked out of the building.

You should only take the key in time for your booking, as others may need to use it either side of your booking. A charge of £30 will be made for a lost key fob, to cover replacement.

Payment

You will be advised on how to make payment for your hire by the Hall Manager.

On arrival:

- Quick check of car parking and surround for any obstructions or issues
- Quick check of indoor spaces/toilets for any obstructions or issues
- Check the fire panel (by High Road entrance) shows 'Normal Panel Operation'
- Switch on lights, and open windows/doors as required, making sure you haven't accidentally switched on anything you don't need.
- See specific guidance for starting up stage sound equipment & lights (if agreed in advance)
- Check the furniture you require is either in-situ or accessible (there is a knack to stacking the chairs so please double-check!)
- Use turn-locks to secure the entrances behind you if you don't want anyone wandering in/out.

On departure:

- Quick check of indoor spaces/toilets for any obstructions or issues
- Check the fire panel shows 'Normal Panel Operation'
- Switch off lights, socket switches and close windows/doors as required n.b South-West toilets/baby change/corridors are automatic
- See specific guidance for closing down stage sound equipment & lights.
- Check the furniture you used has been returned to storage or stacked neatly (please check how to stack chairs)
- Check all lockable doors before exiting from the entrance you used. (emergency escape doors will always open from the inside so need to be checked from outside - located in large meeting room, small meeting room, kitchen and by the heat pumps).
- Visual check of car park and surround for any obstructions or issues

The last person out should confirm that all the basic checks have been undertaken. If there are multiple events in the hall, then the last person leaving the building must confirm that all checks have been completed and the entire building is secure.

Should problems be encountered when opening up the building/during an event/locking up after an event then the Trustees/Hall Manager should be informed. If immediate action is required please use the contact list above.

Any queries should be raised prior to the event or with the hall manager during handover of the hall. The hirer should also have assessed the risks associated with activities at the event and planned how to reduce them to an acceptable level, submitting a risk assessment if requested.

Lights

Most of the switches throughout the building are push and release. You should familiarise yourself with the lighting in the rooms you are using, particularly any switches which might turn on outdoor lights (which might not be obvious at the time!). The lights in the Main Hall, Gathering Space, Large & Small Meeting Rooms are all dimmable. To dim, press & release the switch to turn on, then press & hold the switch in the downward position until you have dimmed the lights to your preference. To brighten, press & hold in the upward position.

The general location of the light controls are as follows (not an exhaustive list – there are some additional self-explanatory switches!):

North East (library) Entrance Vestibule

- 4 switches operating vestibule, doorway, outside wall-light, ground-level Library uplighters
- 1 switch operating Gathering Space on/off
- 1 switch outside entrance door operating wall-light to allow for safe entry/exit of building

Gathering Space

- 4 switches at Bar Area operating hearth/bench seating, main Gathering Space, Bar Front and behind Bar – all dimmable.
- 2 switches?? at exit to High Road Vestibule operating all on/off
- 2 switches at Terrace door operating outside wall-light and ground-level uplighters

Main Hall

- 1 switch at Gathering Space operating main hall lighting tracks 1-4 on/off
- 4 switches at rear of Stage operating track 1-4 individually – all dimmable
- 2 switches at each terrace door operating outside wall-light and ground-level uplighters

Large Meeting Room

- 1 switch operating Large Meeting Room – dimmable
- 1 switch at Courtyard door operating outside wall-light

Small Meeting Room

- 1 multi-purpose switch operating the Small Meeting Room on/off, 4 pre-set scenes, all adjustable.
- 1 switch within Office space operating Office
- 1 switch at terrace door operating outside wall-light

South-West (High Road) Entrance Vestibule

- 2 switches operating doorway canopy and outside wall-light
- 1 switch outside entrance door operating wall-light to allow for safe entry/exit of building

Kitchen

- 1 switch operating kitchen lights
- 1 switch at emergency exit operating doorway/canopy

Windows & Doors

Windows can be opened for ventilation in the Main Hall, Gathering Space (Bar Area and at the Hearth), Kitchen, Large Meeting Room, Toilets, and the Janitor's Store. Turn the handle to open the window, open to your desired width and turn the handle back into position to 'lock' the window in that ventilation position.

The roof lights in the Main Hall are operable from the rear of the stage left. On the ventilation control (indicated by an air flow symbol) press the ^ once to open all roof lights fully and v to close. If you wish to partially open, press ^ button then the • button when the windows have reached the ventilation gap you want.

The Large Meeting Room and Cloakroom doors are equipped with floor sockets to hold them open. There are stackable rubber doorstops available (on the stage or at the bar) if you need to prop doors open i.e. to terraces, courtyard, etc.

The back corridor doors should not be propped open continuously due to the building's fire containment measures.

Be aware of prevailing wind or through-drafts when using different doors and entrances.

Please note that emergence escape doors will open from the inside even when they are locked from the outside. You should take extra care to check these doors from the outside when locking up. They are:

- High Road Escape Door (by the heat pumps)
- Small Meeting Room to Terrace
- Kitchen to High Road
- Large Meeting Room to Courtyard

Toilets and Cloakrooms

There is a non-lockable cloakroom available in the North-East entrance vestibule.

All toilets throughout the building are self-contained, unisex toilets with handwashing facilities and electric hand dryers (which can be switched off above if needed i.e. playgroup or other events with young children who may be alarmed by the noise).

Lights in the toilets are automatic sensor light units which are triggered by movement. They turn off automatically after about 5 minutes if no movement is detected.

The accessible toilet is located in the back corridor and is fitted with an assistance alarm which relays to the Bar with a Light/Sound alarm. It can be reset from the controls located in the accessible toilet.

Storage

Gathering Space Bench Storage

The bench seating storage is accessed strictly only with prior agreement. Please do not lift the bench seats unless necessary as these are heavy and present a risk of injury if misused.

Under-stage Storage

Under-stage storage is available only with prior agreement. When accessing i.e. tables from under the stage, please ensure 2 people are available to pull out and return the heavy storage drawers safely. Take care when storing items away that they are carefully stored so as not to cause any damage.

Stored Items

IVHCT store some equipment on behalf of community groups and Iona Primary School, by prior arrangement only, and at their own risk. We ask that hall users do not remove or use items stored in the village hall without prior agreement from IVHCT or a representative of the relevant group.

Iona Village Hall is a very busy little building! If you have multiple bookings we cannot guarantee that we will be able to store items safely in between your sessions – if you intend to leave any items in the hall please discuss this with us beforehand.

Furniture

Your furniture requirements will generally be agreed in advance and, where possible, your required furniture will be ready (although not set-up) in the spaces you have booked.

120 veneered-wood stacking chairs

30 upholstered stacking chairs

5 trollies

****The chairs are heavy and extra care should be taken when moving them, carrying a maximum of 2 at a time. The chairs stack neatly together FROM THE FRONT as opposed to FROM ABOVE (as our old chairs did) – if stacked wrongly they will not nest together neatly, are more likely to trap fingers and will eventually bend and twist the frames****

The chairs can be stacked free-standing up to 6 at a time. It is possible to stack up to 12 freestanding but you should take extra care to ensure that there is no risk of toppling, children climbing on them, etc. The majority of the chairs are stacked on mobile trollies, which are relatively easy to manoeuvre with 2 people. The lockable wheels should be operated by foot only (finger-trapping hazard) and the empty trollies stored away again once unloaded. Up to 20 chairs can be stacked on the trollies *Special care should be taken to ensure the first 2-3 chairs are correctly placed on the trolley before carefully stacking the rest, taking care not to trap fingers.

There are **4 foldaway/stackable benches**, usually stored on the stage. These are lightweight to move around but are suitable for seating 3 (average) adults. Take care if required to fold/unfold the legs as there is a finger-trapping risk.

15 large folding tables (183cm x 76cm)

4 smaller folding tables (122cm x 76cm)

The large tables are located in the under-stage storage (please ensure 2 people operate the slide-out drawer at all times) and the small tables are located in the Large Meeting Room cupboard. To open the tables, grip the table firmly and open the legs until the cross-tube clicks into the retainer position. To fold, turn the table over and rest against your hip. Pull the cross-bar towards you until it releases

from the retainer then lower the legs. Take care when folding/unfolding the tables as there is a finger-trapping risk. The tables can be easily managed by one person but, if possible, 2 people reduces the risk of damage or injury.

If furniture is to be brought in from elsewhere for an event, you are responsible for making the delivery and storage arrangements with the hall manager. The hirer is also responsible for ensuring the carrier is supervised when loading and unloading the furniture and that village hall property is not removed from the hall during that process. Any furniture brought into the hall must be checked to ensure it won't damage the hall floors.

Stretch Tent

10m x 5m Heavy Vinyl Stretch Tent available to hire separately – see (tbc)

Internet & Mobile Coverage

Please ask if you require use of the wifi during your booking. Our connection is via a 4G mast offering speeds of approximately 35Mbps download and 17Mbps upload, although this is not guaranteed. You may be charged a small fee towards the data costs.

EE/BTMobile customers should get 4G coverage throughout the building, and there may be some O2 signal available outdoors. You should not expect to get a signal on Three or Vodafone in or around the building.

If you are with a mobile communication provider which is not listed, it will use one of these networks i.e.

- Virgin Mobile and Asda Mobile use the EE network
- Tesco Mobile and Lycamobile use the O2 network
- Lebara Mobile and TalkTalk Mobile use the Vodafone network

Like many rural areas, connectivity is an ongoing issue. If your activities depend on good connectivity, you should consider contingency plans or discuss options with us.

General Music/PA System (located in the Bar/Kitchen)



You should use this system unless you have been shown how to use the Stage Sound system

Please be aware of other users in the building before playing music

There is a public address system in the main hall operated from the Bar Area. This incorporates a paging mic, located in the Bar Area cupboard which will only operate if the PA system is switched on and the Master Volume turned up. Music can be played over the PA system from CDs or a variety of sources using Bluetooth.

You can use this music system to play music in the Bar Area, Main Hall or both.

Full instructions for use of the music system are displayed on the inside of the cupboard and summarised below:

- The system is located in the far-left cabinet below the bar – you will be using the TOP 3 units in the cabinet from top BLUETOOTH INPUT, CD PLAYER, OUTPUT/VOLUME CONTROL UNIT
- Turn down all VOLUME buttons before powering up (knobs labelled BLUETOOTH, CD & MASTER)
- Power on all relevant units i.e. CD or Bluetooth plus the output control unit (power button should be located on the right-hand side of each)
- Select ZONES for output:
 - ☐ ZONE 1 = MAIN HALL
 - ☐ ZONE 2 = BAR AREA
 - ☐ BOTH BUTTONS SELECTED = BOTH
- If playing CD, insert disc and play as usual > turn up CD volume dial and MASTER volume dial... 
- If playing music via a BLUETOOTH device, locate the screen on the Bluetooth unit and press the top-left button to wake
- Press & hold the top-left button to prompt discovery
- On your device, go to Bluetooth settings and select BMP4087DO12
- Select music on your device as you usually would and turn up your device volume, BLUETOOTH volume dial and MASTER volume dial... 

If it fails to connect, try 'forget device' in your device's Bluetooth settings and reconnect.

Hearing Loop System

There is a hearing induction loop fitted in the main hall which should operate automatically. In the event of any issues, please contact the hall manager. 2 Portable Hearing Loops are available on request and are suitable for small meetings, one-to-one sessions, etc.

Bar Facilities

There are Tea and Coffee supplies in the kitchen area for use by our regular community groups and meetings. You are welcome to use these, within reason, but you should provide your own milk which you need to either take away with you or mark with a date of opening if you are happy to leave it for others' use. Larger groups or commercial hires should bring their own tea and coffee supplies.

There is a simple filter coffee machine in the bar area. Instructions and filters are in the drawer below but you will need to provide your own coffee.

There is one under-counter fridge which is always on and can be used. If you need use of the glass-front fridge, please let us know so that it can be switched on ahead of time.

There is a first aid kit in the Bar Area. If first aid equipment is used, details should be entered by the hirer in the accident book.

Cleaning Equipment

Cleaning equipment for hirers is available in the under-sink cupboard located in the Bar Area (secured by child lock) and further equipment available in the broom cupboard located in the High Road entrance vestibule. This equipment comprises broom, mop & bucket (for spillages only – please do not wet-mop the wooden floors), and dustpans/hand brushes. In addition, there are cloths, sponges and cleaning liquids available for wiping down tables and surfaces and for doing the washing up.

Kitchen Facilities

The village hall holds crockery for use by hirers. The main set is white and comprises 120 place settings of soup/dessert bowl, dinner plate, side plate and mug. There are also jugs, teapots, trays, serving dishes and glasses available for use. There are 120 settings of cutlery. There is also a limited range of kitchen equipment available to hirers, including serving trays, kitchen knives, utensils, pots and pans, chopping boards and miscellaneous items such as bottle openers, scissors and tin openers.

Specific instructions and guidance for using the kitchen are provided separately. The kitchen is equipped with:

- domestic under-counter dishwasher
- large electric oven and smaller, counter-top oven.
- induction hob
- hot cupboard
- ice-maker
- fridge

There is no freezer.

Heating

Please discuss your heating requirements when you make your booking as it is not adjustable on demand. The heating system is underfloor throughout the building heated by two Air Source Heat Pumps, designed to keep the building at a steady minimum temperature.

Wood-burning Stove *pre-agreed use only*

Fire guard to be used if anyone under 14 years using the building.

Only materials provided by IVHCT should be used unless otherwise agreed and there is a nominal charge to cover the cost of the lighting materials and fuel.

Hot Water

The hot water supply operates on a timer. If you need a good supply of hot water i.e. washing dishes, etc, please flag this up ahead of your booking so that we can ensure the hot water is boosted or the immersion tank is operating.

Other Equipment

Any electrical equipment brought into the building by the hirer or on behalf of the hirer must be PAT certified.

Lost Property

Any personal property left inadvertently in the hall after an event will be stored by the hall manager for one month. The hall manager will endeavour to inform the hirer of found property as soon as possible if it is clear which event the item originated from, although it is primarily the responsibility of the hirer to contact the hall manager to enquire about any property believed lost. We can take no responsibility for the safe keeping of lost property although we will do our best to ensure items remain secure and available for at least one month. After that time the committee reserves the right to dispose of property.

Decorations

There are restrictions on the decorations which may be used in the hall. Importantly, all decorations planned should be discussed ahead of time. Only existing hooks and cord/wire may be used to support decorations; both adhesive tape and nails/pins damage paintwork and other surfaces and their use may lead to a charge against the hirer for additional cleaning or redecoration.

Emergency exits must not be obstructed or obscured by decorations or other obstacles.

Candles cannot be used inside the building.

A stepladder is available to use when decorating the hall, if required.

Car Parking

There is car parking available for 1-2 cars on the High Road, plus dedicated accessible parking for wheelchair users or those with mobility issues.

The road surrounding the hall should be passable by wide loads (such as a tractor) at all times unless prior permission has been granted by the neighbouring farmer/houses.

Emergencies & Accidents

As the village hall is not staffed during hire periods, it is the absolute responsibility of the hirer to ensure that high standards of health and safety continue to be met when the hall is hired. This includes: the assessment and mitigation of risk for the activities undertaken during the hiring; the safe use of equipment including items brought onto the premises; proper supervision of people attending the event and activities being carried out at the event; and full awareness of what to do in the event of an emergency. The hirer is responsible for taking the necessary action in the event of an emergency or accident and for ensuring that all persons are efficiently and safely evacuated from the premises if required. At the start of the event the hirer is responsible for briefing all persons present on the fire safety procedures, as detailed elsewhere. **Contact details for the Trustees are on Page 2.**

Risk Assessment

A simple risk assessment should be undertaken by the hirer prior to all events. This does not need necessarily to be written down but should, in its simplest form:

- Identify all of the activities taking place (including setting up and clearing away).
- Identify possible hazards.
- Decide who might be harmed, and how.
- For each hazard evaluate the chance of harm actually being done.
- Review planned precautions and adjust these or the underlying activities to reduce risk to an acceptable level.
- Ensure all supervisory personnel at the event and those participating are briefed on potential hazards and emergency procedures.

Accidents

Should an accident occur then the hirer is responsible for ensuring all relevant assistance is offered. A first aid kit is available in Bar Area. If required, the appropriate emergency services should be called to give further help. In all cases of accident or injury on village hall premises, the accident book in the Bar Area must be completed. Any accident should be reported also to the manager or Trustees as soon as possible.

Fire Safety

The hall meets all fire safety requirements and is fully equipped with fire-fighting equipment, an emergency lighting system and emergency exits. You may attempt to tackle a fire with the equipment provided in the hall if you can do so without putting yourself or others in further danger.

The fire brigade should be called in the event of any fire, however small, and the hall manager informed. The hirer is responsible for assembling the persons attending their event at the rendezvous point (High Road or by The Surgery, taking care not to block access for emergency fire response) and ensuring that all are accounted for and that any medical support required is provided.

Fire Safety Briefing

The hirer is responsible for briefing all persons present at their event on fire safety procedures and what to do in the event of an emergency, as follows:

- No smoking or vaping is allowed in any part of the building. Smoking is permitted outside the front and rear entrances and cigarette ends should be disposed of responsibly.
- The action to be taken in event of a fire
- The location of the emergency exits in the room(s) being used
- The emergency assembly point

Food Hygiene

The hall has a fully equipped kitchen. Hygiene and general kitchen management notices are displayed prominently in the kitchen and must be complied with by hirers. Cleanliness and hygiene of the kitchen are the responsibility of the hirer during the period of hire, as is the handling and hygiene of food throughout the hall. Particular attention should be paid to ensuring all equipment is properly washed and dried up after use and any waste food is removed from the hall after the event.

Electrical Problems

Should there be a power cut or if the main electrical breaker trips the emergency lighting system will automatically come on throughout the hall. The emergency lights will stay on for about 3 hours or until power is restored to the building. They will provide sufficient light to evacuate the building if required and, if it is not a fire or power cut, to investigate why the breaker(s) have tripped.

The main electrical supply switch and electrical breaker panel are mounted in the Large Meeting Room cupboard and the Plant Room. All breakers have a circuit description written alongside them and if a particular circuit has tripped the reason must be investigated before trying to reset the breaker. If problems persist after any hirer-supplied electrical appliances have been disconnected and the breaker reset, then the hall manager should be contacted.

If you need to turn off the power in the event of an emergency, you need to do so in both the Large Meeting Room Cupboard and the Plant Room. There is a keybox outside the Plant Room which can be accessed in an emergency.

Water Leak

Should a leak or other water-related problem occur then hall manager/trustees should be contacted immediately. If you are familiar with the building, then the mains water supply to the hall should be turned off at the valve located in the South-west Corridor attic space and ????.

Heating Problem

Should the heating fail please contact the hall manager/trustees.

Breakages/Damage/Faults

Should breakages, damage or faults occur during the period of hire then these should be reported to the hall manager. Appropriate temporary action should be taken during the period of hire to make the area/item safe.

Audio-visual Equipment

None of the sound, light or projection equipment should be used without prior agreement to ensure safe use.

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Sound desk *pre-agreed use only*

In the event of the Fire Alarm sounding, the power to the sound desk will be suppressed. It is important to check that the system is **ONLY** plugged into sockets labelled 'sound system'. Ensure master volume is at ZERO before rebooting to protect speakers.

1. **Switch power on at the socket** for the sound system and all stage speakers, and **use the remote control** to power up the wall speakers by pressing ON 2 & 4 (remote control should be in the system drawer)
2. **Ensure all volume sliders at zero** (particularly red Master Fader/Volume slider) before powering on the sound system to prevent damage to speakers
3. **Power ON the sound system** using the large, red button on the front of the unit, then **power on the digital desk** using the small, rubber button on the top, right side of the desk. It will take a few moments to boot up.
4. Ensure all of the **INPUT/OUTPUT buttons are lit up red** (above the Bluetooth power button on front-left of unit), If not lit, select all until lit.
5. If using, **pair your device to the Bluetooth** unit by press & hold the pairing button and selecting CD-200BT in your Bluetooth settings. **Select music** on your device as you usually would and turn up your device volume
6. If connecting mics, etc, use the relevant inputs at the top of the mixing desk.
7. On the digital desk, **select Channels 9-20** using the buttons to the left of the master volume slider and check that your input is connected – you should see green animated bars on the screen. If they are reaching the red you may need to turn your device volume down a touch.
8. Once you are happy everything is connected, you can **select all of the INPUT/OUTPUT buttons so that none are lit**, then use the channel slider and master volume to control how loud the music is. You can also control the volume directly from your device
9. **PLEASE TAKE CARE NOT TO DAMAGE SPEAKERS WITH TOO MUCH VOLUME!**

To **close down** the system, make sure to follow the steps in reverse as follows:

1. Slide all volume/faders to zero
2. Select all INPUT/OUTPUT buttons until all lit red
3. Power down the digital desk by pressing and holding the power button on the top, right of desk
4. Power off the system using the large, red power button on the front of the unit
5. Switch off the unit and all stage speakers at the sockets
6. Use the remote control to switch off all wall speakers using OFF 1, 2, 3, 4
7. Replace the remote control into the drawer

There is a radio microphone available for use. You should ensure the receiver is charged and inserted into the sound desk (generally MIC9 input) and that the microphone has sufficient battery power (you might want to have spare AA batteries to hand). You need the sound system on and the MIC9 fader/master slider at your desired volume.

Lighting Desk *pre-agreed use only*

You MUST have had an introduction to the system and agreed use as part of your hire

These instructions are for basic use only, and assume that the system is already connected up as required

1. Set-up the Stage Sound System according to the instructions
2. Switch on power to Stage Lights at the switch located behind the door in the Janitor's Store (labelled Blacklight Switches/Stage Lights – leave all others as is)
3. Power on the lighting desk using the Standby Button (below screen)
4. Slide channels 1-16 as required
- 5.

Projector & Screen

There is an electric projection screen on the back wall of the stage, which works with a short-throw projector located on the lighting bar above the stage. The remote control for operating the screen is in the sound desk drawer, and should be returned there after use.

There is an HDMI input plate located on the wall on the stage, by the sound system plate. Once connected to your device and the INPUT light is lit blue, you can select the appropriate SOURCE on the projector remote control. You may need to adjust your device output/share screen setting if it is not showing on the big screen.

You can use the headphone jack cable to connect to sound desk for the full sound system.

Smart TV

Licensing

The village hall has a Public Entertainment License from Argyll & Bute Council. This allows most entertainment, sporting and recreational events to be held at the village hall between the hours of ****tbc****. It allows also the consumption of alcohol on the premises when this is provided free of charge at an event and allows raffle tickets to be sold at the event with the raffle being drawn at the event.

The PEL does not permit use of the village hall for entertainment events outside these hours, for certain activities listed in the Licensing Guide (eg boxing/wrestling), for the sale of alcohol or the conduct of any gaming, betting or lotteries. Should any of these activities be undertaken at your event then it is the hirer's responsibility to obtain the appropriate additional licence(s) well ahead of time.

The village hall holds a relevant licence from the Performing Right Society and also holds a Phonographic Performance Licence. These licenses are now known as TheMusicLicence and allow live and recorded music to be played at all non-commercial events at the hall, including fundraising events benefiting the village hall.

Accessible Facilities

The village hall has been built with the needs of the whole community in mind. All doors and emergency exits are suitable for wheelchairs. Easy, level access is afforded to all rooms and terraces, and there is also a purpose-built accessible toilet equipped with an assistance alarm which relays to the Bar Area. The reset button is located by the toilet.

The main hall speaker system is equipped with a Hearing Loop, and we have mobile hearing loop devices (suitable for meetings or small gatherings) available on request.

Clearing Up & Securing the Hall

The basic rule is that rooms and facilities should be left as they were found. You are responsible for leaving the premises and surrounding area in a clean and tidy condition. All equipment and furniture should be checked and cleaned as appropriate and put away, lights and equipment turned off and the premises secured before departure.

Generally, hirers choose to clear up immediately after the event but, subject to other bookings and by agreement, you may be allowed to clear up the following day.

If a next-day clear-up is agreed, the following activities should be undertaken as a minimum before leaving the hall:

- Any valuables should be removed from the building or secured.
- Any major or potentially 'staining' spillages mopped up.
- All emergency exits, doors and windows secured.
- External areas checked to ensure no equipment has been left outside.
- Stove safely extinguished.
- All electrical items switched off
- All taps and lights turned off.
- Exit door secured and key retained ready for access the following day.

If you have agreed to have IVHCT clean after your event, we ask that all personal belongings are removed from the rooms and all glasses/bottles/cans are taken to the bar area before the end of your hire period.

If all clearing up is to be undertaken immediately after the event, then you should make sure the following tasks are completed:

- Table surfaces wiped down with a clean damp cloth and tables put away where they were found.
- Chairs brushed/wiped down as required, carefully restacked and put away where they were found.
- All decorations removed.
- Oven and hot cupboard wiped down (if used).
- Work surfaces in the kitchen wiped down.
- Food and drink removed from the fridge and freezer and any spillages wiped up.
- All cutlery, crockery and kitchen utensils washed, dried and put away where they were found.
- Floors swept with a brush to remove debris or vacuumed if very dirty.
- Wooden floors and stage floor swept with a flat mop. If the floors are sticky with drink and food, they must be mopped down with a damp micro fibre mop first, to remove the worst of the spillages.
- All electrical items and lights turned off, including the PA and stage lights.
- All general waste bagged up and removed to high road bins. If large amounts of waste are expected, then separate arrangements should be made with the hall manager.
- Outside areas checked to ensure that no equipment has been left outside and that all event-related rubbish has been collected and bagged up.
- All emergency exit doors, windows and entrance doors checked to ensure they are closed and secure.
- Report any breakages, damage or problems to the hall manager or bookings manager at the first opportunity.

SUMMARY OF ACCOMMODATION AVAILABLE

Main Hall including Stage

The main hall has a multi-purpose wooden floor approx 12.75m x 9m. It has a traditional stage at one end of the room. There is 1 emergency exit, 1 exit directly to terrace and door access to the gathering space and small meeting room. Stage access is via the back corridor or high road vestibule

There is an integral PA system (operable from the Bar Area) and Hearing Loop. Dimmable LED lights are controlled from gathering space entrance or back of stage. The roof windows/blinds are also controlled from the back of the stage.

The stage area is approx 9m x 4m with storage cupboards to the rear and an electric projection screen.

There is a full range of theatrical lights above the stage and on wall bars above the main floor. These need to be set up prior to an event and are controlled from lighting deck set-up either on stage or at the rear of the hall. Setting up and operation of this equipment is strictly controlled and is by prior arrangement only.

Under-stage storage houses tables, crockery and equipment stored by arrangement on behalf of the school/regular users.

Recommended comfortable room capacity:

- o 96 Seated at tables for dining
- o 120 Theatre-style seating
- o 230 Standing

Gathering Space

The gathering space is at the heart of the building, approximately 62m², and incorporates the bar area, hearth and built-in bench seating area. It is accessed at either end by the entrance vestibules. There is 1 emergency exit which is also direct access to the terrace, as well as door access to the main hall, large meeting room and kitchen.

There is an integral PA system (operable from the Bar Area). Dimmable LED lights are controlled from gathering space by the bar, or at both entrances. There are two windows that can be opened for ventilation.

Under-bench storage houses equipment stored by arrangement on behalf of the hall and regular users.

There is a wood-burning stove which can be used by arrangement.

Recommended comfortable room capacity:

- o 24 Seated at tables for dining
- o 40 informal seating
- o 100 Standing

Large Meeting Room

The large meeting room is a bright room, approximately 7m x 4.5m. There is 1 emergency exit which is also direct access to the courtyard, door access to the gathering space and hatch access to the Kitchen.

Dimmable LED lights are controlled from just inside the door. There are two windows that can be opened for ventilation, and the roof windows/blinds are controlled from just inside the cupboard.

There is a Smart TV which can be connected via HDMI socket below the tv or by the cupboard.

The cupboard houses the electrical meters so please take care when accessing anything stored in there.

Recommended comfortable room capacity:

- o 18 Seated at tables for dining
- o 34 Theatre-style seating
- o 68 Standing

Small Meeting Room

The small meeting room is a bright room, approximately 4m x 3.5m. There is 1 emergency exit which is also direct access to the terrace, door access to the gathering space and the back corridor.

Dimmable LED lights are controlled from just inside the door and outdoor terrace wall light can be switched from just inside the terrace door.

The meeting room also includes a locked desk space which is only used by IVHCT Trustees and Hall Development Manager.

Recommended comfortable room capacity:

- o 8 Seated at tables
- o 17 Theatre-style seating
- o 30 Standing

Courtyard, Terraces & Outside Space

There is a paved courtyard area between Iona Library and Iona Village Hall, 2 raised terraces on either side of the Main Hall and an enclosed grassy area to the front of the building. The terraces are accessed from the main hall, the Gathering Space and the Small Meeting Room and the courtyard is accessed from the Large Meeting Room and North-East Entrance.

Extra care should be taken on the terraces, particularly on the North terrace which has a small drop of between 40cm and 60cm onto the grass.

FEEDBACK

DRAFT