

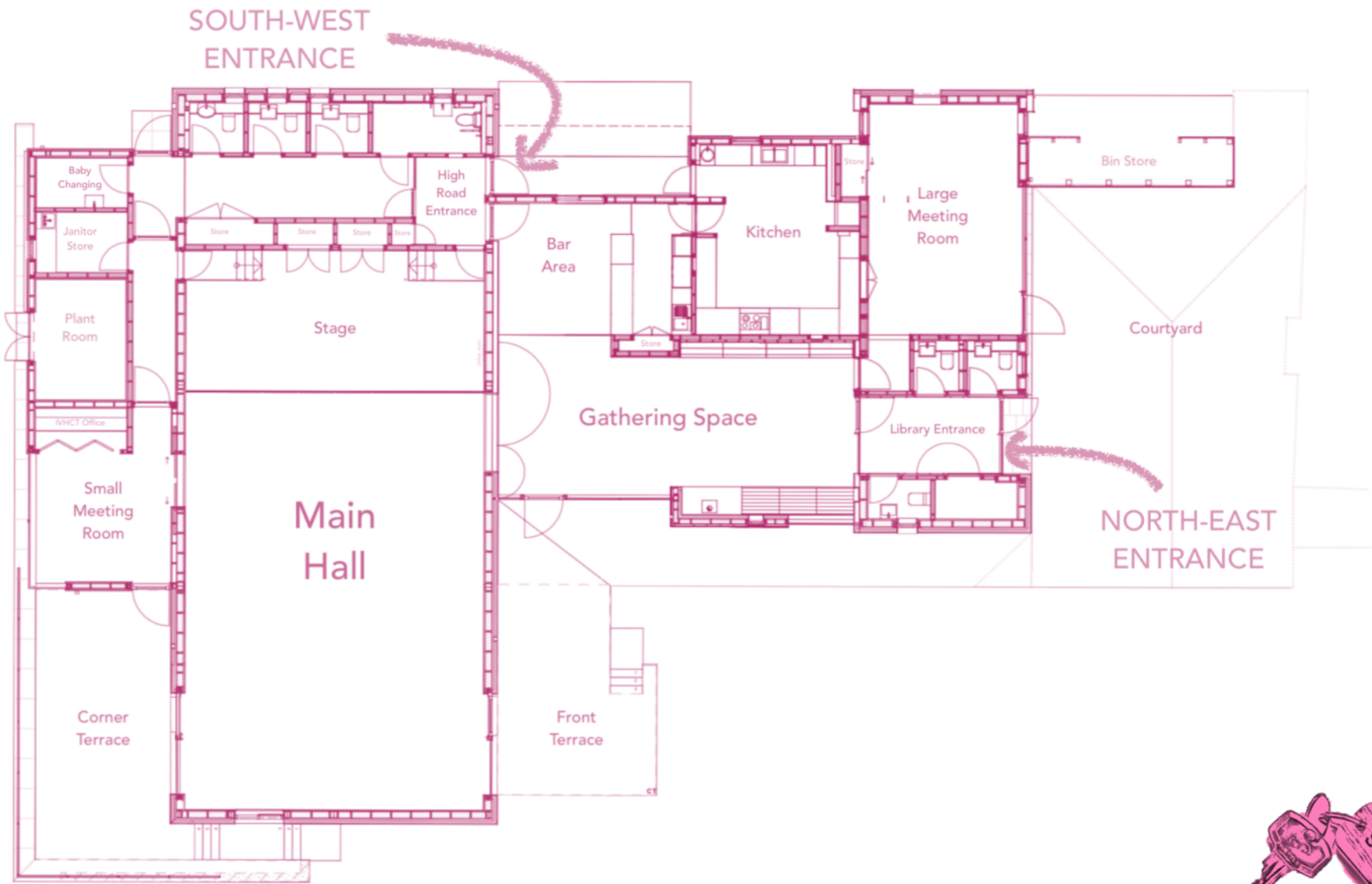


IONA VILLAGE HALL
ISLE of IONA

Scottish Charity Number: SC047362

SOUND & LIGHTS@

IONA VILLAGE HALL



Contents

OUR SPACES

<i>Main Hall including Stage</i>	5
<i>Gathering Space</i>	7
<i>Large Meeting Room</i>	9
<i>Small Meeting Room</i>	11
<i>Courtyard, Terraces & Outside Space</i>	13

OUR FACILITIES

<i>Internet & Mobile Coverage</i>	14
<i>Licensing</i>	14
Audio-visual Equipment	15
<i>General Music/PA System</i>	15
<i>Stage Sound Desk</i>	16
<i>Projector & Screen</i>	18
<i>Smart TV</i>	18
<i>Hearing Loop System</i>	18



OUR SPACES

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 side corridor or high road entranceway.

There is are two options for amplified sound; Stage Sound System (see page 16) or integral Main Hall/Gathering Space PA system (operable from the Bar Area – see page 15) 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 entrance or back of the stage.

The stage area is approx 9m x 4m 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.

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, and is a beautiful welcome space, area to break out as the dining room becomes the dance floor, and a sociable bar area.

The space 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.

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 8-10 Seated at tables
- o 17 Theatre-style seating
- o 30 Standing



Courtyard, Terraces & Outside Space

Beautiful views to accompany your ceremony or canapes.

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.

OUR FACILITIES

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

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 8am and 1am. It allows also the consumption of alcohol on the premises only 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.

It is the hirer's responsibility to obtain the appropriate additional licence(s) well ahead of time and any breach of Licensing laws can jeopardise the valid licenses held by IVHCT.

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.

Audio-visual Equipment





General Music/PA System

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 Gathering Space Bar Area, Main Hall or both.

- 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...  ENJOY 
- 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...  ENJOY 

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

Stage Sound Desk

There is a multi-input sound system, generally set up on the stage but which can also be relocated to the rear of the hall. The system includes:

- 4 permanent wall-mounted ATOM 10/12 Speakers and 2 ATOM18A Subwoofers
- 2 additional ATOM 10 speakers & speaker poles for additional capacity or monitors
- LiveTouch20 Digital Mixing Console – 12 mic inputs/2 stereo inputs
- Tascam CD Player & Bluetooth Receiver
- Ecler ALMA26 Digital Processor Amplifier
- Cabled Mic & Mic stand
- Radio Mic and charger
- Eurolite Faze Haze-machine (requires fire system over-ride)
- Colorsource20 Lighting Console
- Over-stage lighting and side-stage lighting
 - 8 Briteq BT Stagepar 6in I
 - 4 JB Systems Super Orion
 - 4 STRIKER Moving head LED spot with effects

Isolation switches for the sound/light bars and the projector are located behind the door in the Janitor's Store (key available in the bar drawer). These are generally only used to switch off the 'Stage Lights' as the power switch is inaccessible, but worth checking if you have no power to the side bars or projector.

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.

- I. **Switch power on at the sockets** 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.

Projector & Screen

There is an electric projection screen on the back wall of the stage, which works with a Panasonic PTEZ-590EJ short-throw projector located on the lighting bar above the stage, connected via HDMI or VGA inputs located on the stage and can connect to sound desk for the full sound system. You will need to ensure your device has the appropriate connectors.

Smart TV

There is a Samsung 65" 4K HDR UHD Smart TV located in the Large Meetings Room, ideal for photo slideshows or entertaining small children with a film. You can connect via HDMI or AirPlay.

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.