

Reddings & District Community Association

The Community Centre, North Road West, The Reddings, Glos. GL51 6RF

Registered Charity No. 266092

Useful Information

June 2023

Hall Capacity - Guide to numbers comfortably accommodated

	Large Hall	Small Hall	Both (Whole Building)
Seated in Rows Theatre Style	120 no.	50 no.	
Seated at Tables	90 no.	40 no.	
Standing	140 no.	60 no.	200 no. (Licence Max.)

Tables & Chairs	Store 1 in Small Hall	Store 2 in Main Hall
	10 small tables 30 chairs	12 large tables 90 chairs (On storage trolleys)

1. Please stack chairs with fabric side out on trolleys
2. Chairs/Tables may be taken from either store to make up numbers if the other hall is unoccupied but **please return to the respective stores.**
3. Please **DO NOT** stand on Chairs

Main Hall and Small Hall - Decorative Effect Lighting

Decorative lighting effects can be created in both halls.

Main Hall - The recessed Down lighters are controlled on the dimmer switch/control located in the main switch bank.
The stage Down lighters are on a separate control; dimmer/switch.

The main fluorescent lighting is switched in groups to allow different illumination levels to be created.

Small Hall - The recessed Down lighters are controlled on the dimmer/switch located by the main switch bank.

The main fluorescent lighting is switched in groups to allow different illumination levels to be created.

Room Heights

Small Hall - 2.60m

Large Hall - 3.55m

Room Sizes

Small Hall - 8.37 x 7.25m

Large Hall - 16.31 x 8.50m

(length includes stage - 1.8m wide)

Power Sockets

There are three power sockets on the back wall of the stage. Each socket can be remotely switched from Store 8.

These remote switches are normally left switched ON. Please report if power is not available at the socket.

Each socket is rated at 13 amps and the protecting RCB will cut off the circuit at 20 amps loading.

Please note this limitation when using any equipment on stage.

Stage Power requirements in excess of 20 amps must be taken from the 32 amp supplies in Store 8. (Subject to prior arrangement)

For the sake of safety all sockets have child proof plug blanks. Please replace any removed during your hire.

Please run Disco equipment from the power sockets at the rear of the stage. These sockets are separately switched and are rated to accept this type of equipment.

Hearing Induction Loop

An induction loop for the hard of hearing is provided independently in each hall. The switch to activate the loop is clearly marked in each Hall

PA SYSTEM

Note: High sound levels can cause nuisance to others. Please use equipment with consideration.

Please Note: This facility is only available by arrangement by Users of the Large Hall

Liability: See condition D1, D2

The Amplifier can accommodate Hirers own Tape or CD player and has a 6mm microphone jack plug socket

Total Output of the Amplifier is 150W. The PA system does not support Phantom Power Microphones

For the benefit of general application the Hearing Aid Induction loop microphone can be looped through the microphone jack socket on the PA Amp.

Location of PA Mic. XLR sockets:- Main Hall - 1 no. On the Stage | Small Hall - 1no. On the window wall | Veranda - 1 no. Externally above Kitchen Door.

Ceiling Mounted Speakers can be independently switched to direct the PA output to any of the following rooms :-

Main Hall (4 speakers), Small Hall (2 speakers), Foyer (1 speaker), Rear Veranda (1 speaker). (Small Hall to be activated only if hiring both halls)

A 100 volt Speaker socket is fitted at high level under the veranda for controlled external events only.

Theatrical Lighting Please Note: This facility is only available by arrangement

Liability: See condition G2

There are two industry standard lighting bars. Each lighting bar has 6 no. 15 amp round pin sockets permanently fitted.

The connecting cables are terminated in 5 amp round pin plugs in the PA cupboard (Store 8) and numbered 1 to 12 inclusive.

They are ready for connection to industry standard lighting control modules.

Power for the control equipment is available through two single phase industrial sockets which are MCB/RCB protected.

Sockets are wired 2 pin and earth and the total power available on each socket is 32 amps. (63 amp total for both)

This arrangement allows for two independent lighting controls units to be used if necessary.

The lighting control equipment or lamps are not provided under the hire but guidance can be given where to obtain equipment.

Hirers please note:-

The light fittings on the bars are the property of the Reddings Drama Group and are not available for general use.

Heating & Hot Water

In both halls there are hot water fan coil unit heaters. In the Small Hall these are mounted in the ceiling and in the Large Hall on the walls.

In both rooms the controllers are the same and comprise three slide switches and a rotary thermostat.

The top slider turns the unit On or Off. The Middle Slider sets the Fan speed: Low/Medium/High. The Bottom Slider sets the unit for hot or cold blown air.

To set the unit for blowing cold air turn the thermostat to cold (anti-clockwise) below the ambient room temperature. If unsure turn fully anti-clockwise.

The units are not normally supplied with hot water during summer months so will only be suitable for cold air circulation.

In Summer Hot Water is provided by solar panels. If you experience a shortage of hot water please contact the duty trustee. (See notice board for details)

June 2023

Reddings & District Community Association

The Community Centre, North Road West, The Reddings, Glos. GL51 6RF
Registered Charity No. 266092

**Please help us to keep down the increasing cost of running this centre and maintain the high standard, by following these basic procedures to help us and those using the building after you.
Please refer to the Terms and Conditions for the full details.**

On Arrival

Do not park on the paved areas in front of the main entrance and bike racks.
It is not constructed for vehicles and must be kept clear for safe Access/Exit of Pedestrians

If you are not happy with the state of the building or equipment etc. or see any signs of damage please report it before you continue with your hire. Contact no. 07580 813712.
If equipment or furniture gets damaged during your hire please let us know as by doing so will allow us to deal with any problems that may affect a following hirer. We are not looking to apportion blame but keep on top of repairs.

When setting up tables please don't drag them, lift them to avoid marking the floor.

Please remember when you hire a Bouncy Castle the height of the main hall is 3.5m.
Castles which are too high for the ceiling height can dislodge ceiling tiles which may fall on someone. Castles over this height when inflated must be set up outside.

In the Kitchen - Please:-

Turn off and Clean the cooker & hob if you use them.
Wash and dry crockery and cutlery before putting away.
Don't leave sharp knives in the kitchen.
Please Take Away your own crockery/cutlery and any surplus food.
Don't forget to take away any food stored in the fridges.
DO NOT leave bagged food scraps in the kitchen overnight.
DO NOT take doors off the kitchen units to set up beer pumps etc. on the work tops.
DO NOT light candles under the kitchen smoke detectors. This may set off the alarm & close the shutters.

We have no recycling facility available.

Please take away all recycleable food and drink bottles/cans/foil plates/etc. and also balloon gas canisters.

During Hire

Clean/mop up any food or liquid spillages before they have time to dry, especially any falling on the chair fabric. (A mop, bucket & brush are located in the tall kitchen unit.)

On leaving

If you are a craft activity please brush the floor & check for items like pins & needles.
Also wash and remove any adhesives from tables.

Return all tables and chairs to the stores from where they came.
eg:- Large tables to Large Hall Store - 90 chairs / Small tables to Small Hall Store - 30chairs
(Chairs stacked fabric side out make them easier to stack and also set up when removed from the racks)

Please note your booked hire period must include the time needed to Set Up and Clear away.
If you have prior agreement to leave large items (e.g. barbeque) for later collection by a supplier please make sure it is safe and placed out of the way to avoid disruption to those using the hall after you.

Check that doors onto the rear veranda are properly shut & bolted and if you are the last or only occupier at your time of departure you must ensure that all lights are turned off when you leave. (Including the Toilets)

Finally please lock the site entrance gates unless someone is in the building.

Thank you.