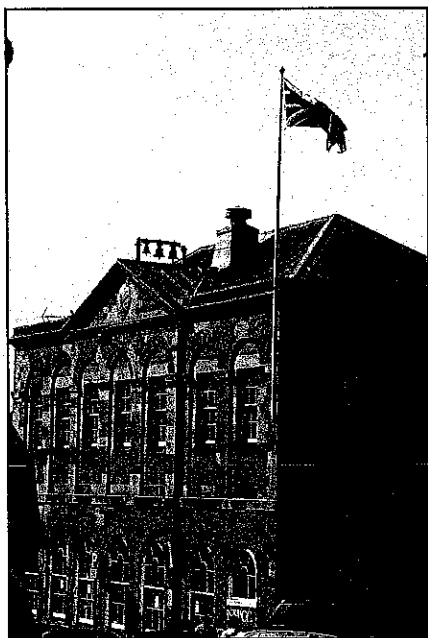


THE LECONFIELD HALL

Registered Charity No. 305402

USERS' GUIDE



The Leconfield Hall, Market Square,
Petworth

THE LECONFIELD HALL

EMERGENCY EVACUATION PLAN AND PROCEDURES

- 1. At the first indication of a fire or some other reason to evacuate the Hall, operate the fire alarm. There are seven alarm points throughout the building.**
- 2. Call the fire service. There is a telephone for use in emergencies in the lobby at the foot of the stairs on the ground floor**
- 3. Fire extinguishers are located throughout the Hall for use in emergency situations.**
- 4. Hirers should identify the escape routes using the doors and stairs, as appropriate, and these should be pointed out to people attending events in the Hall before meetings and events begin. The lift must not be used. Help should be given to assist disabled people to leave the building if it is safe to do so.**
- 5. The assembly point is behind the Hall adjacent to the Co Op store.**
- 6. If at all possible, conduct a roll call to establish that everyone has safely left the Hall**

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Details of licensable activities and times are displayed on the notice board at the foot of the main staircase.

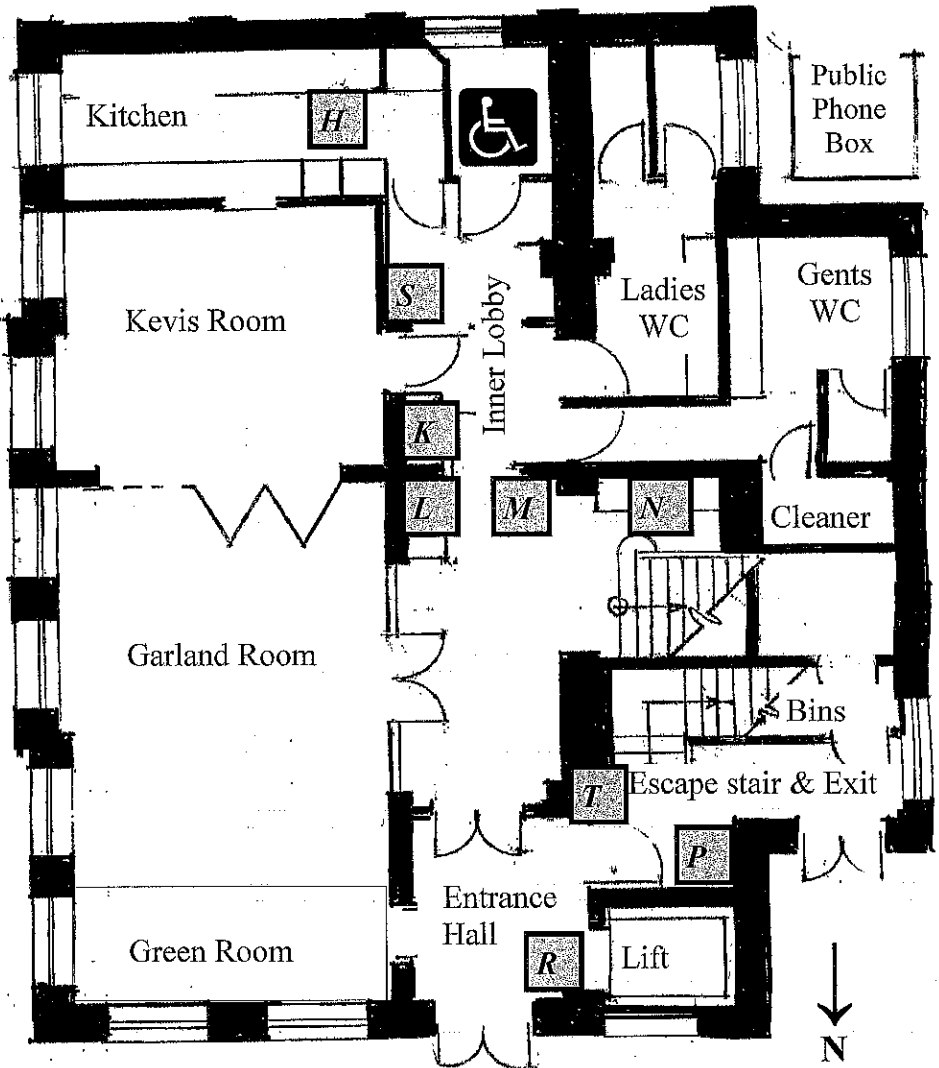
NAMING OF ROOMS

The downstairs room (south) is called the Kevis Room after the Petworth photographer Walter Kevis (floruit 1878-1908). Some examples of his work can be seen on the main staircase.

The downstairs room (north) is called the Garland Room after the local photographer George Garland (1900-1978).

The upstairs hall is named after the Petworth wood engraver Gwenda Morgan, a very considerable benefactor of the hall. Examples of her work can be seen on the west wall of the upper hall.

PLAN OF GROUND FLOOR

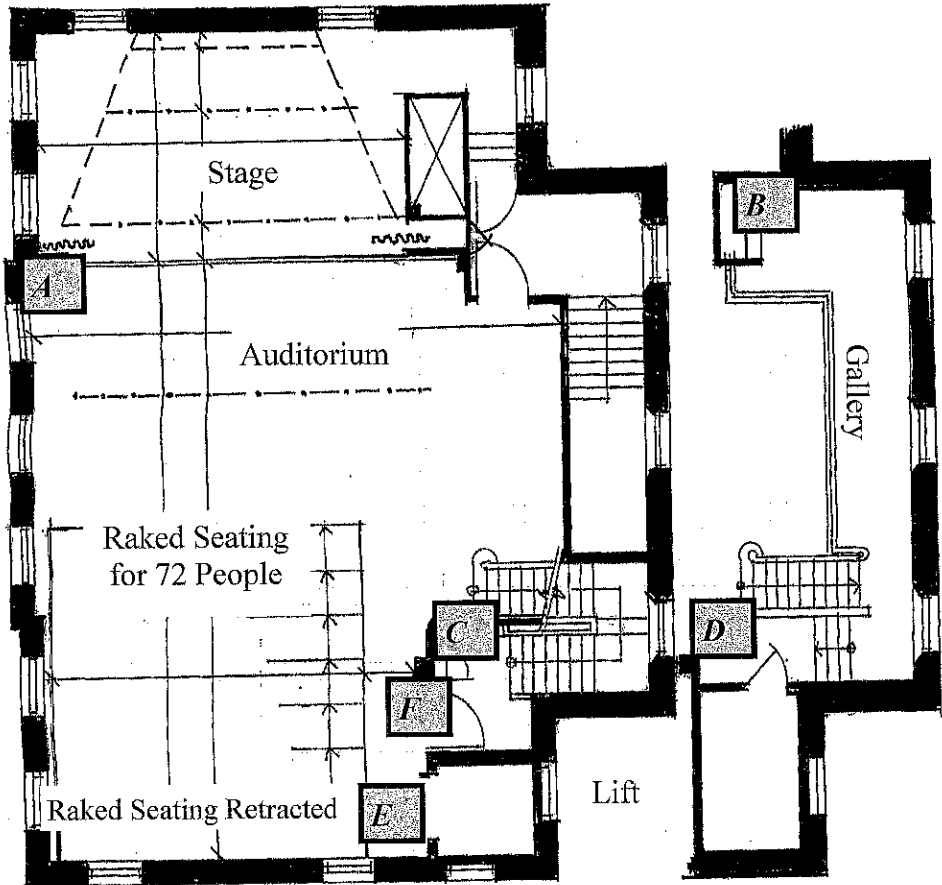


Key:

- H High level cupboard: small cleaning equipment - see also under sink
- Low level cupboard: microphones & stands
- K Vacuum cleaner, broom, mirror, iron & board
- L Tables storage
- M Ground floor light & heater switches. Fire alarm control panel
- N Main electrical switch gear. Keys for fire alarm and lift motor room on back of door
- P Table storage
- R Switch for hallway lights
- S Inner lobby
- T Emergency telephone for outgoing 999 calls only

PLAN OF FIRST FLOOR & GALLERY

Licensed capacity – dancing or closely seated – 188,
cinema & theatrical performances – 138,
functions with seating at tables - 94



Key:

- A Control location for Audio Visual System, Video Projector, PA System, microphone Hearing Loop & Lighting Control Panel
- B Mains switchgear & fuses first floor power and basic stage lighting only
- C Switches & fuses for first floor auditorium located top of emergency stairs
- D Theatre light special controls for authorised users only
- E Raked seating controls for authorised users only
- F House lights switches & heater controls

OPERATING INSTRUCTIONS FOR HIRERS

Hirers should also refer to the Licensing Act 2003, a copy of which can be found in the box at the foot of the stairs. Details of licensable activities and times are displayed in the box at the foot of the stairs.

Note: Locations referred to by letter are shown on the plans on pages 4 and 5

LIGHTING GROUND FLOOR

Entrance Lobby, Hall switch right side of front door as you enter (R)
Kevis and Garland Rooms, Stairs, Lavatories switches on wall by foot of main stair (M)
Disabled Lavatory switch locally in room
Inner Lobby switch to right of entrance door
Escape Stair switch inside stairway from entrance lobby
Kitchen switches locally in room
Bin Store switches locally inside store accessible from escape lobby



LIGHTING FIRST FLOOR

Stairs both are two way switched
Gwenda Morgan Hall controls beside door to escape stair. Rocker switch controls fluorescent uplighting. Rocker switch is also a dimmer. Experiment to achieve full or half light levels. Fluorescent lighting is adequate for most uses. The second switch controls spotlights.

STAGE LIGHTING



Simple Stage Lighting for simple illumination of the stage, go to cupboard B, open top box marked A and turn on (up) the first switch on the left. Guide lights will appear in left of cupboard. Use sliding dimmers to regulate illumination of stage as required. Turn all off and **return slides to bottom before leaving.**

Please leave Main Switches on all boards switched on (i.e. in the up position). Always leave sliders in the off position.

For more sophisticated stage lighting use the lighting controller/dimmer rack from the audio cupboard beside stage (A) and operate according to the following instructions. NOTE: Full instructions are also mounted in the power cupboard (B) and at gallery booth (D).

- Full stage lighting using control desk at booth on gallery (D)
- Plug in the two leads (colour matching) at booth
- At power cupboard ensure all dimmer sliders are down
- Switch “on” (up) the three fuse boxes A,B,C, (red tags)
- At desk in booth there are 2 sets of 12 sliders: 1-3 rear stage floods, 4-6 centre stage floods, 7-9 front stage spots, 10, 11, 12 are separate channels for ancillary lighting from 13 amp sockets at side of stage at eye level (not low level) (10 and 12 west, 11 east)
- Maximum load 10 amps.
- Main master overrides all the circuits.
- Paired colour coded (orange and blue) masters correspond with the 1-12 circuits on desk with one circuit in use, the other can be prepared. The paired master work in opposite direction, and the “new” circuit can be faded in as the “old” is faded out.
- Additional Facilities:
 - Fading in and out times can be programmed. See facility at top right of desk.
 - Blackout for dramatic effect. If used return corresponding coloured slider to zero before switching “on” (this avoids a surge which could damage lamps).
- Closing Down: Remove control desk and lock away. Switch off at the three fuse boxes A,B,C (red tags).
- Please do NOT switch off the main switch (to the right in power cupboard).

HEATING GROUND FLOOR

- All heating is electrical. Please respect the need for economy.
- The ground floor Garland and Kevis Rooms are heated by thermostatically controlled wall mounted convectors. Switch on at the controls in the main downstairs lobby at the foot of the stairs. Please switch off when you leave, and please do not interfere with individual heater controls. Do not obstruct airflow around heaters.

HEATING FIRST FLOOR

- The Gwenda Morgan Hall is heated both by convector heaters at low level and high level radiant heaters.
- The heating is zoned and thermostatically controlled. Switches are by the door to the escape stairs. Please switch off when you leave, and please do not interfere with thermostats.

**Heater trip switches are in cupboard N (downstairs) and C (upstairs)
Please switch off all lights and heaters before you leave the building
Hirers may be surcharged for failure to do so**

WATER SUPPLY AND DRAINAGE FIRST FLOOR

There is a cold water tap and a drain in the low cupboard on the escape stair landing. Do not use drain for solids or dregs.

RUBBISH

Rubbish should be put into the wheelie-bin provided, which is stored in the bin store on the ground floor, accessible from the escape staircase. The wheelie-bin must not be used for dumping unsold goods, excessive packing etc. Hirers are asked to take all bulk material away for disposal elsewhere.

GREEN ROOM CONCERTINA SCREEN

Release foot bolts and straps, then pull each screen to centre using upper handle. Engage foot bolts and secure latches. Please treat with great care.

Note: Locations referred to by letter are shown on the plans on pages 4 and 5

KITCHEN

Cooker There is a double oven and four ring hob. There is also a microwave with grill available.

Refrigerator Do not switch off. Remove all food at end of hire period.

Washing up machine Please follow instructions on wall. Turn on early for hot water. (2 minute wash cycle once water is hot)

Crockery & cutlery Please wash thoroughly and replace where indicated.

Cleaning Materials Cleaning equipment and materials together with vacuum cleaner, mop and brooms are stored in cupboard (K) in the inner lobby

Hot Cupboard Stored in inner lobby (S). May be wheeled to required location.



FIRST AID

There is a First Aid box in the kitchen (H).

EMERGENCY TELEPHONE

There is a telephone for use in cases of 999 emergencies only. It is situated in the escape stair lobby on the ground floor (T). Detailed instructions are given beside the telephone.

FIRE ALARMS

- Automatic heat and smoke detectors will activate the fire alarm.
- If you see a fire you can activate the alarm by breaking glass and pressing the knob on the red alarm boxes. Fire extinguishers are placed in strategic positions. Use the correct one - no water on electrical fires.
- The alarm centre is beside the ground floor switches (M). It shows operating instructions. If you need to turn off the alarm sound, the key is on the inside of the electrical cupboard (N) to the right. Follow the instructions printed on the panel of the box.

LIFT

- The 8-person passenger lift is installed primarily to assist disabled access to the first floor. It may also be used carefully for the carriage of goods, but please do not drag heavy items across the threshold as this damages the door mechanism. Hirers will be held responsible for any damage caused. Keys are provided to hold the doors open, as wedging damages the doors. Both keys - upstairs and down - need to be turned to the horizontal (unlocked) position for the lift to operate.
- In the unlikely event of a failure, pushing the button marked with a bell will sound the alarm. Holding the button down will activate an automatic emergency call system to one of three addresses. The trapped person/s must await the arrival of an authorized person to release them. Please do not use the lift if you are the only person on the premises.

**Please do not allow
unaccompanied children to use the lift**

**On no account use the lift if you are escaping
after hearing the fire alarm.**

Use the Stairs



Note: Locations referred to by letter are shown on the plans on pages 4 and 5

DISABLED ACCESS

- There is easy access to most parts of the building for wheelchair users. However the law requires that each occupant of a wheelchair must be accompanied by an able-bodied adult person who shall be responsible for assisting the person he/she is accompanying out of the building in the event of an emergency. In the case of fire, the lift must not be used.
- Wheelchairs must not obstruct any gangway and the wheel of the chair must be at least twelve inches from the front of the nearest seat.

HEARING LOOP AND AUDIO VISUAL EQUIPMENT

- The Gwenda Morgan Hall has a comprehensive hearing loop system combined with a public address system, ceiling mounted Sanyo electronic projector, video player, DVD player, and a computer sound and video input. The equipment is all stored in the audio cupboard beside the stage (A). Two loudspeakers are mounted at high level on the proscenium and microphone sockets (3 pin DIN) are located at low level behind the proscenium and around the hall. Microphones, leads and stands are kept in the cupboard (A) upstairs. The microphone plugs engage easily into the sockets, but can be removed only by first releasing the small catch below the socket. There is a screen above the stage operated by a three-way switch behind the proscenium arch near the audio cupboard. Pressing the switch right down will lower the screen fully, the reverse will retract it. Half pressing the switch will part raise or lower the screen.
- Please return all equipment when you have finished with it.
- Users must obtain the keys to access the equipment in advance from the booking clerk. Users will be fully liable should any loss or damage be caused during their hiring.

See overleaf for operating instructions

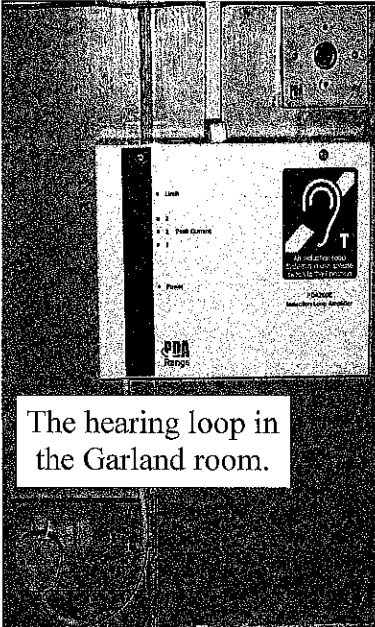
Instructions for Use:

To use hearing loop:

Ensure the stack of equipment is plugged in and switched on

Use one or more microphones

The microphone sockets around the Hall are numbered. There is one either side of the stage near the curtains at floor level, another in the front panel of the stage in the centre, and others along the side walls of the Hall. The volume controls for each microphone are numbered on the mixer (the top unit). The white dots mark the recommended position



The hearing loop in the Garland room.

Hearing aids should be set to the “T” position

Please **do not** adjust any other settings and ensure that all equipment is left set to match up with the white markings on the dials

Downstairs, the simpler hearing loop unit should just be connected to the power, and a microphone used

To use hearing loop and public address system:

As with hearing loop instructions above, but switch on the amplifier (bottom unit- the switch is at the bottom left hand side). The volume control for the amplifier is marked on the mixer (the second from top unit). The white dots mark the recommended position.

Please **do not** adjust the volume or other settings on the amplifier itself - just use the mixer to control the volume. Ensure that all the settings on the amplifier align with the white dots.

Note: Locations referred to by letter are shown on the plans on pages 4 and 5

Audio cupboard equipment

Mixer: White dots are recommended settings. Adjust as required

Radio Mike transmitter

Loop amplifier. Do not adjust

Remote for projector

Switch between DVD & video

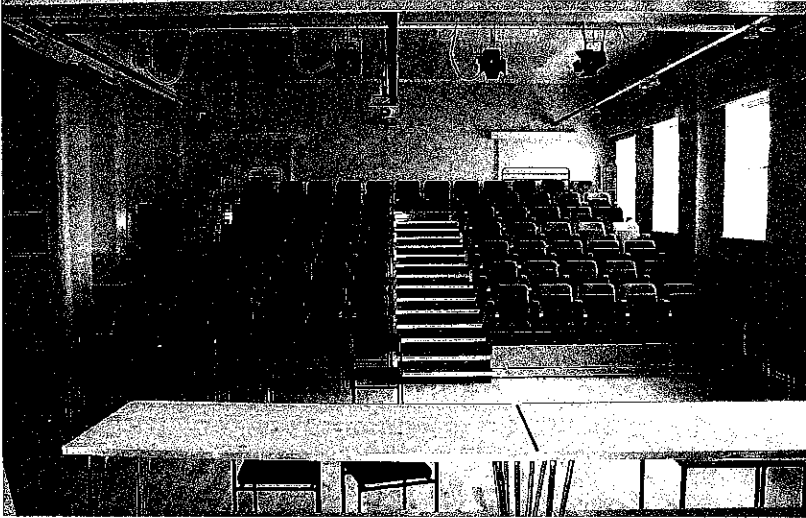
Video recorder

DVD Player

Amplifier: Switch on and off only. Leave all settings as marked by white dots

Lighting control panel: See instructions.

Unit to take sound output from computer into microphone socket



To use Video or DVD systems:

Same instructions as hearing loop with public address system. No microphones are needed. Select Video or DVD on the large white switch. Set the marked volume controls on the mixer (the second from top unit) The white dots mark the recommended position.

The projector is turned on with its remote control. It has a warm up period before it shows a light and a cooling down period after switch off before it can be re-started. It should recognise the input from the DVD or video, but if it does not, press the **input** button on the remote control until the correct channel is found and projected onto the screen. (The switch to raise and lower the screen is on the side of the stage above the equipment)

To use a computer:

The video input for a computer is in the corner of the stage near the audio equipment. The video lead will reach a laptop computer on top of the audio cupboard. If computer sound is required, there is a converter box in the audio cupboard to take sound from the headphone/speaker output of the computer into a microphone socket.

Cupboard keys for microphones, microphone stands, remote controls etc. are issued by the booking clerk.

Please note that it should **NOT** be necessary to adjust any of the many complicated settings on the projector.

PIANO

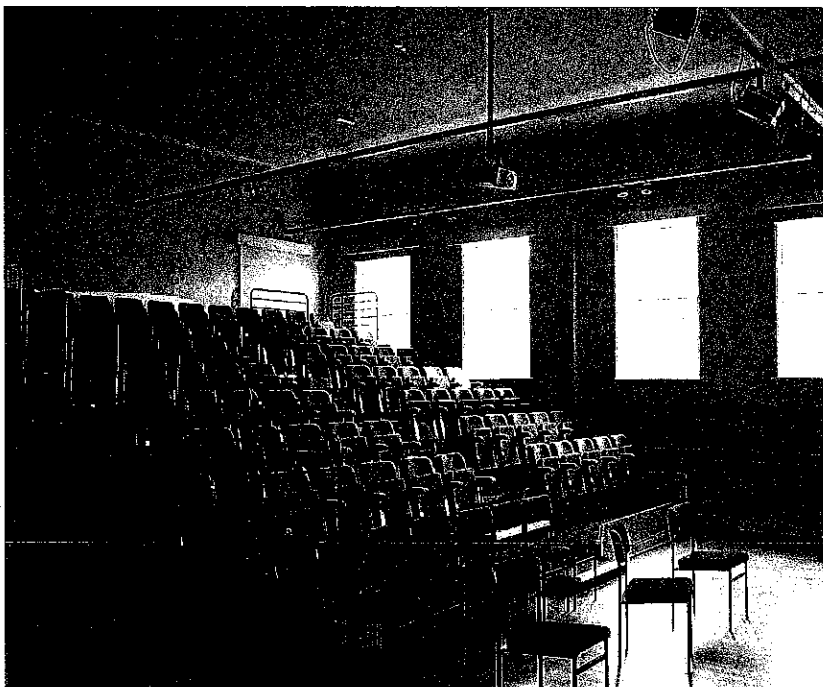
The Boston grand piano and adjustable stool, which belong to the Petworth Festival can be used by experienced pianists. If the fall board is locked, the booking clerk keeps a key



A 1920's image of the Market Square with two way traffic

RAKED AND RETRACTABLE SEATING

There is raked and retractable seating in the Gwenda Morgan Hall. It will accommodate 72 seated persons. It is normally stowed away against the north wall. The guard rails stored on the stage must be inserted and secured when it is in use and removed before attempting to stow away the seating. Hirers who wish to use it must apply for assistance from the booking clerk at the time of booking, as it requires an experienced keyholder to operate the electrical controls.



Please do not misuse the raked seating in any way

**For safety reasons please do not allow children
to climb up the closed seating**

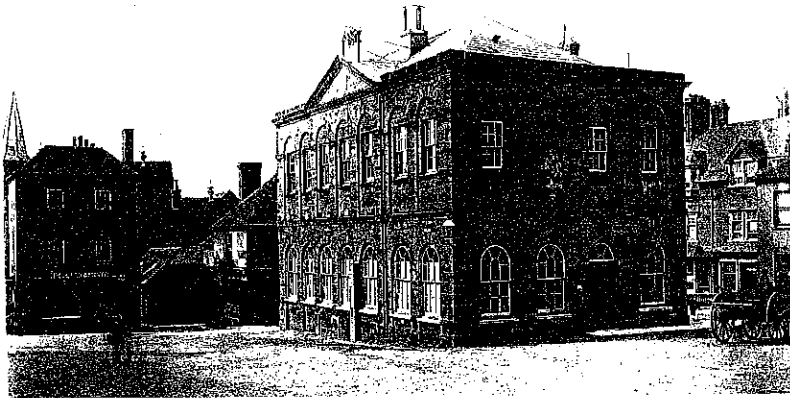
Please do not put loads on the top section

FURNITURE AND EQUIPMENT

To be kept in the Hall at all times

Proper locations are as follows:

Kevis/Garland:	23 brown chairs 6 brown armchairs 12 small green tables 4 small folding tables
Hall Cupboard (L):	Heated trolley
Inner Lobby (S)	mirrors, iron and board
Inner Lobby Cupboard (K):	vacuum cleaner & cleaning materials
Fire Escape Lobby (P):	18 lightweight folding tables
Gwenda Morgan:	5 small folding tables 50 red chairs
Balcony:	109 additional (plastic) chairs
	4 air conditioning units
Back of stage	3 ladders



The Leconfield Hall, Petworth, c.1900. Photograph by Walter Kevis.