



# **Crawford Village Hall**

**Welcome Book  
&  
Equipment Instructions**

## **Index :**

### **1. Welcome**

- 1.1 - Contact Information
- 1.2 - Opening & Closing
- 1.3 - Health & Safety
- 1.4 - Safeguarding & Supervision
- 1.5 - Insurance & Licensing
- 1.6 - Facilities & Equipment
- 1.7 - Cleaning & Waste
- 1.8 - Noise & Neighbours
- 1.9 - Damage & Deposits
- 1.10 - Emergency Information
- 1.11 - Checklist

### **2. Using the Equipment**

- 2.1 - Tea Urn & Hot Water
- 2.2 – Cooker & Oven
- 2.3 - Opus Sound System
- 2.4 – Projector Screen & Projector
- 2.5 – LED Ambient Lights



## 1. Welcome

Thank you for choosing Crawford Village Hall. We are delighted to host your event or activity. This Welcome Book explains everything you need to know about using the hall safely and responsibly.

Please ensure all organisers and helpers read and follow these guidelines.

### 1.1. Contact Information

- Hall Management Team: [admin@cedar-group.org](mailto:admin@cedar-group.org)
- Emergency Contact (on the day of hire): 07871 052 908 (Text or Call)
- Address: Crawford Village Hall, 98 Carlisle Road, Crawford. ML12 6TP

### 1.2. Opening and Closing the Hall

- The Hall Management Group shall Open & Close the Hall for you, Prior to, and following your Booking Slot (Unless you are a Designated Key Holder)
- Please check the hall is secure when leaving – **Refer to Point 1.11**
- **Bookings are not Staffed – Please refer to this Handbook if you are unfamiliar with Crawford Village Hall.**

## 1.3. Health & Safety

### Fire Safety

- Fire exits are clearly marked, keep Routes & Doors **clear at all times**.
- Familiarise yourself with Exit Routes on arrival (See Illustration)
- In the event of a fire, evacuate immediately, call 999, and then inform the Hall Management Team.
- Do not re-enter the building until cleared by the Fire Service.

### First Aid

- A first aid kit is located in the Kitchen to the LH of the Window.
- Any accidents must be recorded in the Accident Book located in the Kitchen First Aid cabinet.

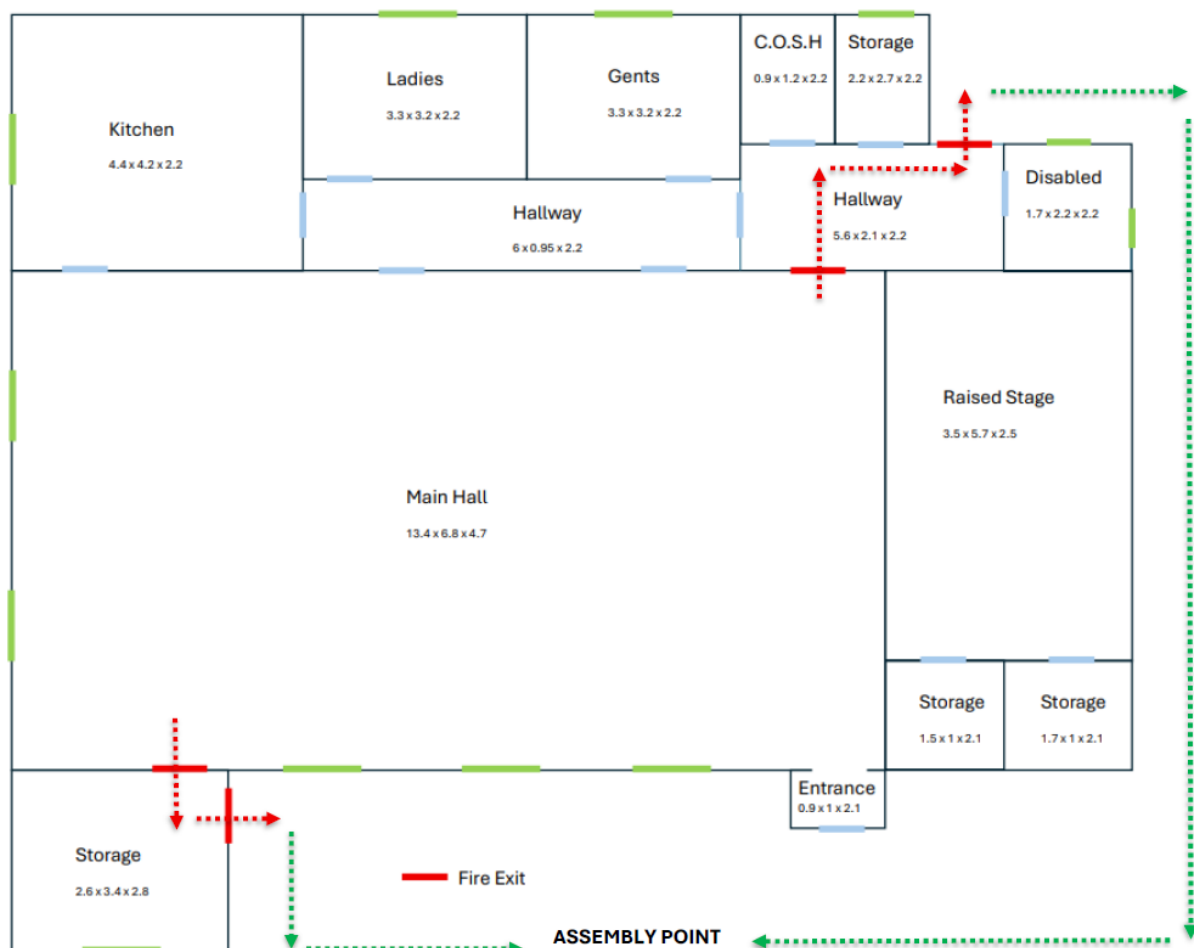
### Capacity

- Seated with Tables : 70 / Seated Theatre Style : 90
- Standing : 120

*Do not exceed this for safety reasons.*

### Smoking / Vaping

- Smoking & Vaping are only Permitted outside the Building



#### 1.4. Safeguarding & Supervision

- Hirers are responsible for the behaviour and safety of all attendees.
- Children must be supervised at all times.
- If your booking involves activities with children, young people or vulnerable adults, you must comply with relevant safeguarding legislation and hold appropriate policies.

#### 1.5. Insurance & Licensing

- The hall has its own public liability insurance, but hirers may need their own cover depending on the activity (e.g. exercise classes, performances, bouncy castles).
- Alcohol sales require a Temporary Event Notice (TEN) OR Occasional License from South Lanarkshire Council. Please inform the Management Team if you plan to serve or sell alcohol.
- Music and film use must comply with copyright/licensing law (PRS/PPL).

#### 1.6. Facilities & Equipment

- The hall provides tables, chairs, kitchen facilities, and toilets. Please leave them clean and in good order.
- Tables & Chairs are Located in the Front Cupboard (Chairs should not exceed 10 to a Stack, and Must **NOT** block the Fire Exit upon return to the Cupboard)
- Electrical equipment brought in must be PAT-tested and safe to use.
- Do not use smoke machines, candles, or any open flames without prior approval.

#### 1.7. Cleaning & Waste

- Please tidy up after your event and return the hall to its original condition.
- Waste must be bagged and placed in the bins provided.
- Floors must be swept and surfaces wiped down.

#### 1.8. Noise & Neighbours

- Crawford is a residential village. Please be mindful of noise levels, particularly late at night.
- Music must end by Midnight unless pre-approved
- Guests should leave quietly.

### 1.9. Damage & Deposits

- Any Damage or Breakages must be reported immediately.
- Damages may result in the loss of your Deposit (Private Hire Events)
- Costs may be charged if repairs or extra cleaning are required.

### 1.10. Emergency Information

- Nearest Defibrillator: Crawford Phone Box - Playpark
- Nearest Hospital: Wishaw General – 01698 361 100
- Emergency Services: Call 999
- Hall Management Member : 07871 052 908 (Daniel Rowley) / [admin@cedar-group.org](mailto:admin@cedar-group.org)

### 1.11. Checklist for Hirers

**Before you leave, please ensure:**

- ✓ Hall is clean and tidy
- ✓ All lights and appliances switched off
- ✓ Hot Water Heater is Turned off
- ✓ Tea / Coffee Urn is Turned off
- ✓ Heating returned to default setting (*10 Degrees*) →
- ✓ All windows and doors secured
- ✓ Rubbish disposed of into the relevant bins located out front
- ✓ Hall is locked and Secured (If you are a Designated Keyholder)

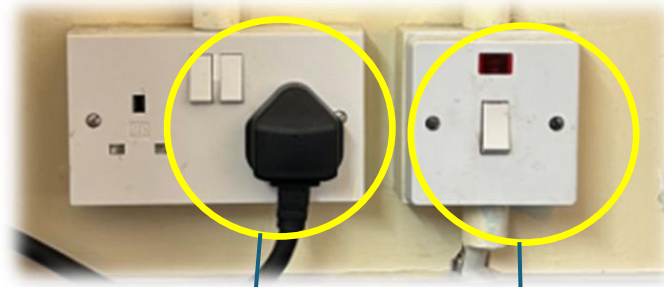


### Thank You

We appreciate your care and cooperation in helping us keep Crawford Village Hall safe, welcoming, and well-maintained for everyone.

## 2. Using the Equipment

### 2.1. Tea Urn & Hot Water



Tea Urn

Hot Water (Sink Taps)

- To get Hot Water for washing Dishes, Turn on the RH Switch as Circled above
- To use the Urn, Turn on the LH Switch as Circled above, it shall tell you to WAIT on the Screen as it Boils the Water (Takes around 10-15 Minutes)
- The Urn is Plumbed in, so shall continuously top up and Re-Boil as required
- To Pour, place the Cup / Mug / Flask under the Tap (Do not hold onto it !!) and pull the lever tap towards you, and to stop, flick the lever tap back to the upright position.

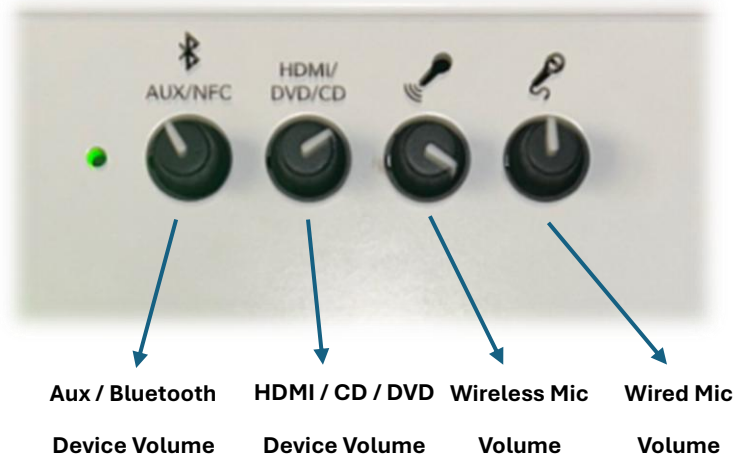
### 2.2. Cooker & Oven



- Turn on the Cooker by flicking the Switch circled in Blue (Located to the LH of Cooker)
- Press the Centre Button circled in Yellow, this shall now allow you to use the Cooker
- LH Oven Dial is the 4<sup>th</sup> Dial in from the Left
- RH Oven is the 4<sup>th</sup> Dial in from Right



### 2.3. Opus Sound System – Power Switch located to the RH of the System on Stage



Press this Button to  
Switch between  
the above

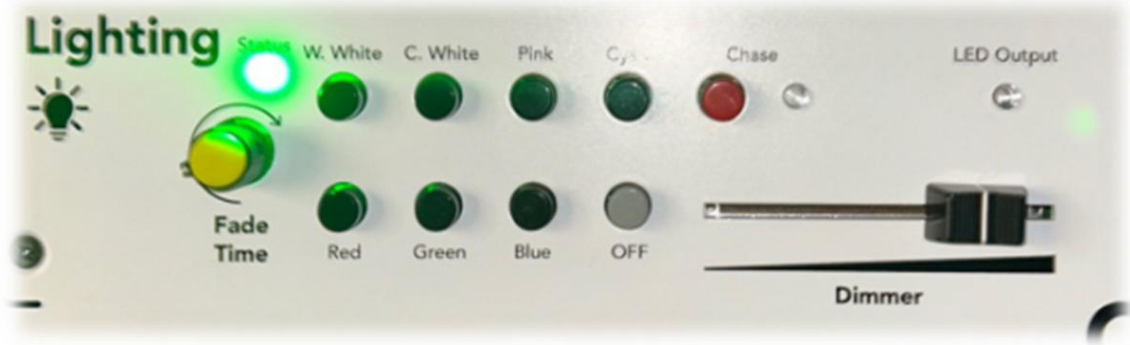


HDMI is best for  
Laptop to Projector  
connection

- The Projector automatically Turns on when the Switch is flicked for the Opus System, Use the Panasonic Controller to turn the Projector off if you do not wish to use it

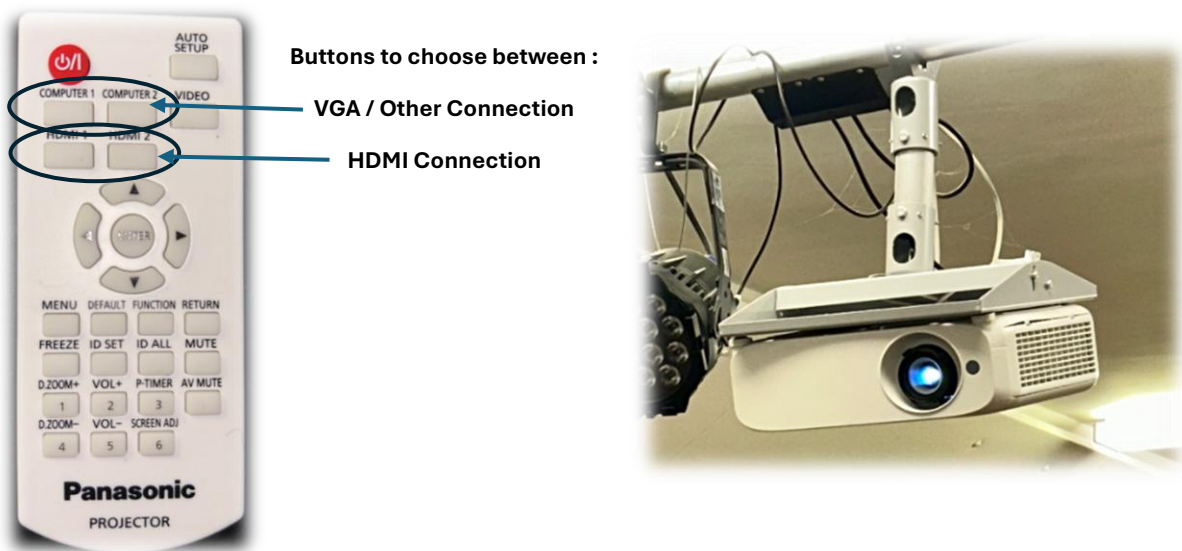
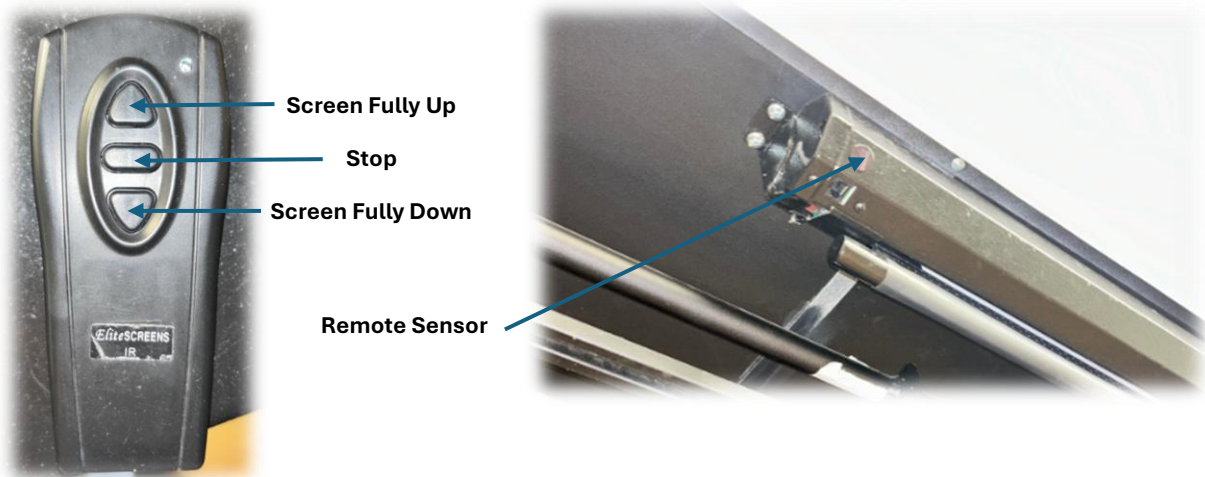
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- The above Controls the Lights mounted to the Same ceiling bar as the Projector
- Select either a Solid Colour OR Select *Chase* to Loop through them all
- Fade Time knob controls the Speed that it changes colour
- Dimmer slider controls the Brightness

## 2.4. Projector Screen & Projector



## 2.5. LED Ambient Lighting



- These Lights work best when the Main Hall Lights are OFF
- Flick between Presets 1-6 for your Preferred Colour
- Selected Preset button lights up Blue
- To turn off, simply hit the Illuminated Preset button