Walcha Community Centre

Information for hirers

Please Note:

Keys MUST be collected and returned during school hours 8:30am – 3:30pm Monday to Fridays.

OR

from Walcha Council during school holidays 8:30am – 4:30pm Monday to Fridays.

School General Assistant is not available outside of school hours.

An appointment for instruction during school hours in the operation of all equipment MUST be made prior to your event.
**BOOKINGS**

Bookings are accepted at Walcha Central School office during school hours or at the Walcha Council office during school vacations. Bookings must be confirmed by completing an "Application and Agreement for Hiring" which is available from the booking office.

**HALL CAPACITY**

While the building, according to calculated area, can hold 800 people standing, it is recommended that no more than 600 people, seated, be booked into the hall. The hiring agreement specifies that at least one attendant per 100 people in attendance is capable of maintaining order at the function.

**KEYS**

Hall keys are held by Walcha Central School during school terms, or Walcha Council during school holidays. Please arrange collection of the keys during school hours (8:30am to 3:30pm) or Council hours during school holidays (8:30am to 4:30pm). Please return keys promptly.

**ENTRY**

Entry is best through the northern, side entrance, adjacent to the car park. The light switch is along the wall of the hall to the left. Take a torch, it’s dark inside!

The kitchen is accessed from the door inside the foyer.

**SECURITY**

When leaving, check that all doors are securely locked. Don’t forget the doors in the backstage area and the toilets. Take care when locking the foyer doors. Make sure the doors between the main hall and the foyer is locked.

Ensure that all lights are switched off, especially check the toilets, backstage, stage and canteen areas. Excess power consumption for lights left on will be charged to the hirer.

The kitchen key unlocks the internal (foyer) kitchen door. When leaving, make sure the external door is closed firmly and leave by the internal door.

**HIRING FEE**

The hall hiring fee (main event charge) includes kitchen and equipment use, electricity and heating, four hours preparation time, function time (1 day) and clean up time.

Additional hours (e.g. 2 day events) will be charged for at the rate of $3.30 per hour to cover electricity costs or $5.50 per hour if heating is used.
The hall committee reimburses the school for electricity and gas consumption. If you use additional hours, your courtesy in letting our treasurer know will ensure the school is paid its full due.

Hall hire charged at the standard hourly rate does not include heating. Please see the schedule of fees for the additional heating charge.

**CLEANING**

**CLEANING MATERIALS**
These are kept in a cupboard in the southern side entrance vestibule.

Please return cleaning items to the cupboard.

Leave wet mops and cloths out to dry.

**HALL FLOOR**
As cleaning **MUST** be carried out by cleaners approved by the DET cleaning fees will apply to any event where food and/or drinks are served in the main hall. Fees will also be charged for events where dancing takes place on the main floor.

Cleaning is charged to the hirer as specified on the “Application and Agreement to Hire” form.

**FOYER FLOOR**
Sweep and mop floor.

**KITCHEN**
Every used item is to be left thoroughly clean. Ensure all crockery and cutlery are returned to their correct storage. Remove all food leftovers from hot box, bain maries, coolroom & refrigerator.

Switch off coolroom and refrigerator and leave doors propped open.

Clean all benches.

Sweep and mop floor.

**CHAIRS**
Wipe down with cloth and detergent as necessary.

Use trolleys provided to move chairs. **DO NOT** drag chairs across the floor.

Re-stack chairs in storeroom as per plan.
TABLES
Wipe down as necessary.
Use trolleys provided. DO NOT drag tables across the floor.
Leave aside any table needing repair and report it to the school office or when returning keys.
If the first table to be stacked on the trolley doesn’t fit neatly in the fittings, please try another, as there are two different sizes. Only the first one matters.
Leave table trolleys in the storeroom as per plan attached.

RUBBISH
All rubbish and all foodstuffs are to be removed from the hall and the school grounds. Please ensure that food is not left in the coolroom, refrigerator or hot box.

TOILETS
To be left clean. Please check before leaving.

LIGHTING AND HEATING
Both are operated from the main control panel which is located in the locked cupboard on the southern side of the stage. (Right side as viewed from the hall). Lights, heaters and ventilators are controlled from there.
Heaters are easily operated as per the instructions on the bottom of the panel.

Press once to switch heater on.
Press again to switch heater off
On the wall near each entrance to the hall is an "emergency" switch for the hall lights. If any one of these three switches is ON, the hall lights will not switch off. Check these if you are having difficulty turning the lights off. Or if you can’t switch lights off from the hall entrance, check that the lights are not switched on at the stage panel.

**Toilet Lights**

Key Operated switches are installed to LOCK ON the toilet lights during a function.

The key DOES NOT TURN! It operates in an unusual "rocker" manner in a vertical direction. No force is required. Please switch off after use.

**SOUND SYSTEM**

If you would like to use the sound system it is advisable to make arrangements to learn how to use the equipment well in advance of your function. The school’s General Assistant is NOT available to assist hirers outside of school hours.

The sound equipment is in the locked cupboard on the southern side of the stage. The key is on the key ring.

Before switching anything on, make sure the master dial on the far right of the top row is turned towards the left, and that the foyer amplifier sitting on the top of the main unit, is switched to the off position (If this isn’t done, it will sometimes trip the circuit because too much power is pulled at once)
Instructions are located on the wall beside the amplifier. Please do not turn any switches marked "please do not touch".

Switch the unit "on" at the power point on the wall. The master switch can now be adjusted to the correct level.

Operation Manual Audio System
Walcha Central School

To turn equipment ON:

Switch the powerpoint located on right hand side of the rack to ON.

Volume adjustments are made via the knobs across the top unit.
They are set to appropriate levels, however adjustments can be made via turning clockwise for more volume and anticlockwise for less.

Additional microphones can be connected through the connection plates located on the face of the stage.

Volume adjustments are located on the top unit in the rack and can be made via turning clockwise for more volume and anticlockwise for less.

Pc1, Pc2 and DVD are first selected via the stereo switches and volume adjusted by the knob just to the right.

The master control is the overall volume, if this is down at 0 the system will not work. Always ensure the master is set to 3 O'Clock on the dial.

The volume of the front and rear speakers can be adjusted by the amplifier located at the bottom of the rack, default setting should be:
Front Speakers - 8
Rear Speakers - 4

The volume of the foyer speakers are adjusted via the amplifier on top of the rack.
Try the settings as they are BEFORE attempting adjustments to other controls. There are three sets of speakers – two sets work together in the hall. The third set is in the foyer. The volume on the foyer speakers can be changed independently of the others. They can also be switched off.

Once the volume of everything is adjusted, the Master Volume on the far right can be used to control the muting of sound.

If you are experiencing problems with the volume, check that the remote switches in the hall haven’t been turned down. One remote is on the wall at the front of the hall near the southern staircase, and the other is at the back of the hall towards the southern rear door.

Switch “off” at the powerpoint when finished.

Microphones and extension cords etc are in a cabinet on the stage. Please re-lock when finished. It is wise to have spare batteries on hand. Two AA batteries are needed. Microphone stands are kept in the beige lockers beside the sound cupboard.

Three microphone outlets are set into the front of the stage.

NO modifications to the equipment are permitted.

If you are having difficulty with the microphones, make sure you are using the controls for the correct microphone (mic 1, mic 2 or fixed mic on front of stage 1,2 or 3). Make sure the batteries in the radio mic are not flat.

The sound system can be used in conjunction with laptops, DVD Players or the projection system

**LAPTOP:**

The best place to plug in a laptop is from the bench beside the amplifier – into the PC1 connection plate underneath the main light/heater panel. Adjust the volume controls as per the instructions below. There is a second laptop connection plate (PC2) on the main hall floor beside the right hand (southern) door to backstage. This connection requires additional sound/speaker jacks from the computer to the plate, and longer monitor cables.
**DVD:**

There is a DVD player in the main amplifier box. Switch the power on. Adjust settings for volume as per the instructions above (press small button next to DVD label, then use the "level" dial to adjust the volume).

The laptop and DVD player can be used in conjunction with the projector and screen (see next section).

---

**PROJECTOR AND SCREEN**

- *Projector and screen controls*
When the "on" button is pressed, the projector will start to warm up and the screen will begin to lower. Select the source of your data using the bottom 4 buttons. The DVD is selected via the "blu-ray" button.

When you have finished, hold the "off" button for approximately 3 seconds. The projector will shut down and the screen will rise. DO NOT press any other buttons until this process has completed.

If the projector does not receive any signal from a data source for a period of time, it may go into sleep mode. If you can't wake it up by briefly pressing the 'on' button, you may need to switch the unit off (as described above) and start again.

Please do not leave the unit in sleep mode when you are finished. The underside of the projector should have a steady red light if it is properly turned off.

**STAGE PRODUCTIONS**

There are smoke ventilators fitted in the stage area. These are NOT to be opened except by the Fire Dept in an emergency.

3-Phase power is available only on the stage.

There is scaffolding to assist with setting up of the hall. Please note that to use any scaffolding platform or ladder that is 4 metres or higher, a license for high risk work is required.

**ELECTRICAL PROBLEMS**

If serious electrical problems are encountered, emergency assistance may be obtained from Ian Bird (ph 6777 2745) or Ian Cameron (ph 6777 1190). If the fault has been caused by the hirer, the hirer must bear the cost. Normal wear and tear maintenance will be the responsibility of the Hall Committee.

If bain maries etc are not plugged in correctly the fuses will blow. A key which is NOT READILY AVAILABLE is required to fix the problem. Please follow the instructions in the following section carefully.
KITCHEN FACILITIES AVAILABLE

♦ gas stoves (8 burners, hot plate, 2 ovens)
♦ Deep fryer
♦ 1 x 8 tray Bain Marie (see note below)
♦ 1 x 6 tray Bain Marie (see note below)
♦ 1 x Hot Box mobile food warming unit. Hot Box is fitted with locking wheels. Unlock wheels before moving. (see note below)
♦ Cool room.
♦ 250 full settings of crockery and cutlery
♦ 240 small dessert bowls
♦ 40 small stainless steel milk jugs
♦ 40 stainless steel sugar basins
♦ 2 large stainless steel milk jugs
♦ 2 urns
♦ 2 teapots
♦ 40 large tables - 184cm x 94cm (6'x3'). Seats 3 comfortably down each side.
♦ 560 chairs - 160 single, 400 are 'gang' chairs, joined in sets of 4.
♦ Cleaning equipment

IMPORTANT NOTES

Bain Maries must have their elements covered with water. If you're in a hurry, fill with HOT water.

EACH POWER POINT in the kitchen/foyer is numbered. Power points on the same circuit are numbered the same. It is VERY important that only one major heating appliance (eg bain marie, hot box, urn) be plugged into a circuit at one time.

Cool Room - PLEASE DO NOT alter thermostat setting.
INSTRUCTIONS FOR LIGHTING GAS OVENS

1) Turn on gas. (Lever at left side of deep fryer. Gas is “On” when lever is pointing along the line of the pipe and “Off” when lever is perpendicular to pipe)

2) Depress button and hold it down.

3) While holding down ignite pilot light by pressing (or “clicking”) button.

4) After Pilot has ignited, continue to hold down button for a further 30 seconds.

5) Release button and pilot should remain alight. If not repeat steps 2-4.

6) Set desired temperature by adjusting thermostat.

7) To shut down equipment, depress button and turn off gas. (Lever at left of deep fryer)

Full instructions for lighting are also on the front (left) of the stoves, and on the kitchen wall.
LIGHTING INSTRUCTIONS - DEEP FRYER

An aluminium plate inscribed as shown hereunder is located inside the door.

IMPORTANT: Gas cock knob cannot be turned from 'pilot' to 'off' unless knob is depressed.

GAS COCK KNOB

- Turn the Gas Cock knob counterclockwise so indicator points to “PILOT” position.
- Depress Gas Cock Knob and hold down
- Light the “PILOT” by repeatedly pushing the Spark ignition until the “PILOT” ignites
- After the “PILOT” ignites, continue to hold down the Gas Cock Knob for 60 seconds.
- Release Knob and the “PILOT” should stay alight (if not, repeat steps above).
- Turn Control Knob to “ON” position.
- Set the desired temperature by adjusting the Thermostat Knob.

TO SHUT DOWN THE APPLIANCE RETURN THE CONTROL KNOB TO THE “OFF” POSITION

Return of this booklet (with keys) after your event is appreciated.