



PENCOMBE AND LITTLE COWARNE PARISH HALL

PENCOMBE
BROMYARD
HR74SH

Registered Charity 505000

Parish Hall User Guidance Notes - revised July 2022

We recommend that prior to the booking all hirers arrange to meet with a hall trustee to familiarise themselves with the lay out of the building and its equipment.

Space and Equipment

The hall comprises main hall with bar, committee room, kitchen, ladies and gents' toilets and Equality Act (EA) compliant toilet with baby changing facilities.

The main hall measures approximately 15.5 metres long by 8.5 metres wide and a ceiling height of 5 metres. Due to the location of ceiling mounted digital projector the maximum safe height of any equipment (e.g. bouncy castles) to brought into the hall is 4 meters

The licensed capacity of the premises is 200 people - Main hall: 120 seated or 180 standing

Committee room: 10 seated or 20 standing.

In the hall there are 120 chairs & fourteen tables and a portable stage. All are located on trollies in the storeroom. There are 10 chairs and 4 small tables in the committee room.

There is sufficient crockery and cutlery for 80 people. Beer and wine glasses available.

Kitchen

The kitchen was re-fitted in August 2019.

For anything other than simple refreshments (e.g. cups of tea/coffee) there is an additional charge of £30 for using the catering equipment including the range cooker, induction saucepans, hot cupboard, dishwasher etc together with the necessary extra cleaning subsequent to your event.

As well as being able to provide simple refreshments for a meeting or the necessary facilities for outside catered events, the kitchen was re-designed to provide enough space and equipment to prepare, serve and wash up meals for around 100 people, although around 80 people (14 tables @ 6 people a table) is a much more manageable number for a sit down meal. In order to meet the different needs within the existing building space and its openings, there are inevitably some compromises. However, with a bit of thought and understanding of the design principles behind the layout, the kitchen does work very well. Before your event we recommend that you make time to inspect the kitchen in order to work out how you will both manage and use the space.

Further Advice about the kitchen is at the end of this document.

Bar

The bar has been refurbished and has beer and wine glasses, a double sink and a glass-washer. There is a modest charge of £10 for use of the bar equipment.

WiFi and AV equipment

There is super fast fibre optic broadband provided by Gigaclear. The wireless passcode is displayed on the foyer notice board. There is no charge for using the hall WiFi.

The hall is equipped with a digital projector and audio system. The equipment must be pre-booked if it is required. It cannot be made available on the day of hire. There is a charge of £10 for using the equipment.

Ventilation Fans

The kitchen, bar and Ladies and Gents lavatories have extract fans. Please use the extract fans if you are using the dishwasher in the kitchen or glass washer in the bar. For large event of more than 50 people we recommend you switch on the extract fans in the lavatories, (the EA/Baby change lavatory has a fan which is linked to the light).

Covid

We will be cleaning and or fogging the premises between hirings. While there are currently no legal requirements or Covid regulations all hirers should conduct their own risk assessment and maintain a safe environment while using the hall. Hand sanitisers are located in the foyer and main hall.

Cleaning

Hirers are asked to tidy up after themselves and sweep the hall but they are not expected to clean all the premises. However if the premises is left particularly dirty and it requires extra work by the cleaner the Trustees reserve the right to retain the cost from the deposit.

There are pedal bins in the hall, committee room and lavatories.

Cleaning equipment for use in all parts of the hall, except the lavatories, is BLUE. There is a dry mop brush and dustpan and brush in the chair store for use after your event, the mop bucket for minor spillages is in the kitchen. The foyer carpet is cleaned by the hall cleaner - please do not attempt to sweep it.

Cleaning equipment for the lavatories is RED, all of which is located in the EA/baby change WC.

RUBBISH and RECYCLING

The hall is classified as a business premises and consequently the hall trustees are charged by Herefordshire Council for all waste produced by hall users. You can help keep our costs down by taking your rubbish away. There is no facility to re-cycle any items at the hall.

Please would you take light-weight rubbish and all items that can be re-cycled away with you and dispose of them via your domestic waste and recycling collection.

Black bin liners are provided in the kitchen for all other rubbish and food waste. These should be put into the black bin outside the hall adjacent to the disabled parking spaces. The black bin is emptied once a fortnight, which means sometimes the bin might be fairly full. We will inform you if alternative arrangements need to be made for the black bin bags.

Bottles and all bar rubbish must be removed by the hirer.

ACCESS

Hirers will be issued with a key code prior to their booking.

USING THE KITCHEN

The kitchen is capable of accommodating up to six people working safely at the same time.

The kitchen does not work well as a social space; socialising is best done in the hall and foyer.

For anything more than the most simple refreshments, the kitchen needs to be kept clear of peoples' coats and bags.

Like any professional kitchen it is designed with a direction of flow with 'in' and 'out' routes in order to achieve maximum efficiency and safety in a limited space. We recommend that you unlock the back door to use this route for taking stuff out of the kitchen (rubbish, equipment etc).

The kitchen is divided into two areas, 1) food preparation and serving and 2) wash up.

Food Preparation and Serving

From the drainer of food-preparation sink round to the water boiler there are over 4 metres of worktop giving sufficient space for two or three people to work.

The range cooker is very powerful and capable of cooking a great deal of food at the same time. It has an induction hob with 5 'rings' and two ovens. There are a number of oven trays in the bottom drawer and three very large and three small induction saucepans will be available for use.

There is a moveable hot cupboard suitable for for and / or plates. The hot cupboard can be located either out in the hall or, with prior arrangement in the kitchen by the hatch. Many users find it easier to serve the food from tables in the hall and so want the hot cupboard in the hall near the kitchen hatch. However for some events the hot cupboard is required in the kitchen. This is done by swapping the preparation table in front of the hatch with the hot cupboard. However the top of the hot cupboard gets hot as it serves as a warming plate, so it is important not to turn the hot cupboard on until the bulk of the food preparation is completed. The hot cupboard heats up very fast so it is possible to warm the plates, e.g. at 50C before turning it up to over 100C to take food.

Wash Up

This works from left to right. Subsequent to moving food preparation equipment to the wash up, it is essential to bring dirty crockery and cutlery in from the hall via the foyer on the trolley. Do not attempt to bring dirty crockery and cutlery from the hall across the hatch through the food preparation space, unless of course you want to get into a complete muddle!

The wash up process in the kitchen is from left to right as follows: 1) scrape the plates (check the liner is in place for bin below the plate scrape hole) then; 2) rinse off over the sink and; 3) load into the dishwasher on the right of the sink. Once the cycle is complete, the clean crockery and cutlery is put back in the cupboard to the right of the dishwasher.

At the lefthand end of the wash-up counter are a number of dishwasher baskets. The one with the finest mesh is for cutlery.

Extract Fan

The extract fan control panel is located in the tall cupboard to the left of the external kitchen door.

Kitchen waste and Rubbish

Black bin liners will be provided in the two waste bins with additional bags in the cupboard.

You need to bring: Sharp/Chefs' Knives, Chopping Boards, Tea Towels. We do not supply these items because you need to be responsible for their associated safety and hygiene issues.