



Sedgefield
Town Council

Sedgefield Parish Hall

Main Hall Instructions

1. Projector
2. Simplified Sound System
3. Wheelchair Lift

Main Hall Projector

ALL switches on stage will need to be switched on to ensure equipment works properly. The member of staff letting you into the building should ensure these are already switched on and will provide both controllers mentioned below, which are locked in the Boiler Room.

Projector Screen

The screen is raised and lowered using either the white and blue controller or by using the buttons on the right-hand side of the wall mounted power unit which sits above the amp rack (circled in red).



Projector

The white and black controller controls the projector. Point the controller at the projector which is mounted in the middle of the lighting bar above the dancefloor and press the blue power button. A small green light will appear on the projector unit which is visible from the stage. You will also hear a beep and the low hum of the projector to indicate that it is running. It may take a short while for the projector to boot up. If the projector does not turn on, make sure all stage plugs are plugged in and all switches turned on. Alternatively, the controller may need 2x AA replacement batteries.

To provide the best viewing experience, consider turning off some of the central main hall lighting, leaving the spotlights lighting exit routes. All switches can be found in the front entrance corridor that leads to the stage.



Connecting to the Projector

On the wall behind the amp rack are connection points. Users are required to bring their own HDMI or SVGA cables (for older devices without HDMI ports) to connect their devices to the projector. Your laptop can rest on top of the amp cabinet while connected or, depending on the length of your cables, may reach to other areas of the stage.



Simplified Sound System Box & Microphones

The wall-mounted sound system box to the left of the stage works with Sedgefield Town Council's wireless microphones, external XLR wired microphones, Bluetooth and audio devices.

To use the sound system box, the following steps must be followed (but may already be done in advance of your booking) -

1. Turn on the yellow/red switch on stage above amp cabinet
2. Ensure all wall-mounted switches to the left of the amp cabinet are turned on
3. Check that the sound system box's green power light is on



The following microphones can be hired in advance from Sedgefield Town Council (£20 returnable cash deposit required) and can be heard through the PA system.

Handheld Mic x 2



There are two handheld mics available labelled 'handheld mic 1' and 'handheld mic 2'. Ensure there are batteries in the mics (unscrew the head of the mic above the labels to access the batteries) and turn on the mic using the switch on the front of the plate. The screen on the mic will turn on to indicate power. **To adjust the volume for handheld mic 1, use the 'handheld mic 1' dial on the wall-mounted sound system box. For 'handheld mic 2, use the 'handheld mic 2' dial.** Both mics can be used at the same time.

Belt Pack (Lapel Mic and Attachments)



Ensure there are batteries in the belt pack and use the switch at the top of the pack to turn the mic on. The screen on the front of the belt pack will light up to indicate power. The belt pack has several different microphone attachments to choose from, which can be plugged into the top of the belt pack.

To adjust the volume for the mics attached to the belt pack, also use the '**Lapel Mic**' dial on the wall-mounted sound system box.

Please indicate that you would like to hire the microphones on your booking form. It is advised that you bring 4xAA batteries with you in case the batteries run out during your booking.

The wall-mounted sound system box can also be used to connect the following to the PA system:

Wired microphones



Up to two wired microphones brought in by users can be plugged into the system as long as they have an XLR connection (left). No other connection type is supported.

To use a wired microphone, plug the microphone into one of the mic sockets (labelled Mic Socket 1 and Mic Socket 2) on the front of the sound system box and use the corresponding dial to increase or decrease the volume.

CD Player



To connect a CD player to the PA system you will need to bring along a 3.5mm AUX to 2 phono cable (shown left). Plug the AUX end of the cable into the headphone socket on the CD player and plug the red and white ends into the two holes on the front of the box labelled 'Music Socket'. Use the 'Music Socket' dial on the front of the box to control the volume.

Phones/Tablets/Laptops/Devices

Bluetooth



To connect a device via Bluetooth, you will need to pair your device with the Bluetooth receiver on the left-hand side of the sound system box. To do so, turn on Bluetooth on your device and search for nearby devices until you locate 'Music BT01'. Pair your device to 'Music BT01' by holding down the pairing button (circled in red left) and a notification may appear on your device to confirm the connection (process for different devices will vary).

Use the 'Bluetooth Receiver' dial on the front of the box to control the volume (you will also need to ensure the volume is up on your device).

AUX cable (also known as 3.5mm cable, stereo cable or audio cable)



To connect a device via an AUX cable, plug one end of the cable into the 'headphone socket' of the device and the other end into the hole labelled 'AUX in' on the Bluetooth panel on the left-hand side of the sound system box.

Use the 'Bluetooth Receiver' dial on the front of the box to control the volume.

Specialist Sound and Lighting

The Parish Hall's main hall also houses professional sound and lighting equipment, controlled via a locked booth at the back of the hall. This equipment is suited for live music performances and drama/dance performances with advanced lighting and sound requirements. This professional sound and lighting system can only be accessed by qualified technicians with a copy of their insurance provided during the booking process.

Wheelchair Lift

There are two wall-mounted control boxes that can be used to call the lift and lower/raise the platform. The top box is in the foyer at the top of the stairs opposite the single door. The bottom box is at the bottom of the stairs beside the table cupboard door. The key must be switched on for the control box you are using.

Like any wheelchair lift, this lift should only be used by the following:

- Wheelchair users
- If you are unable to use the stairs but are not in a wheelchair, ask someone to place a chair on the lift platform for you to sit on while the lift is in operation.

DO NOT STAND ON THE LIFT. DO NOT USE FOR MOBILITY SCOOTERS.

WALL-MOUNTED CONTROL BOX

To call the lift up or down

- 1) The platform must be in the closed position – the lift will not move if the platform is lowered.
- 2) Press and hold the  button until lift reaches the top.
- 3) Press and hold the  button until lift reaches the bottom.
- 4) When the lift reaches the top/bottom, it will beep. Then let go of the button.

To raise or lower the lift platform

- 1) Press and hold the  button to raise the platform.
- 2) Press and hold the  button to lower the platform.
- 3) When the platform has fully raised/lowered, it will beep. Then let go of the button.

HANDSET

To operate the lift

- 1) Navigate on to the lift platform.
- 2) Using the black wired handset, press and hold either the up arrow  or the down arrow  depending on which direction you are heading.
- 3) The bars will lower and the platform ramp will raise. Once these safety measures are complete, the lift will start moving. When you reach the top/bottom, the ramp will lower and the arm will raise in the direction you are leaving the lift. The lift will beep to signal that it is safe for you to dismount.
- 4) Once the lift has been fully vacated, use the button detailed above on the control box to raise the platform back into the closed position.

In case of an emergency, the handset has a red button on the top which can be pressed to bring the lift to an emergency stop.

If assistance is required on the lift, the yellow bell button  will ring an alarm to alert nearby persons that you need assistance.