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. Both controllers mentioned below are stored in the on-stage amp cabinet, in one of the top three drawers.

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 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 both the PA system and the hearing loop:

Handheld Mic

Ensure there are batteries in the mic (unscrew the head of the mic above the labels to access the batteries) and push the switch (located towards the bottom of the mic) upwards. 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.

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 '**Handheld Mic 1' 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

To use the lift, ensure the switch at the top of the stairs is turned on.

To call the lift up or down

1) On the wall-mounted control unit at either the top or bottom of the stairs, hold down the ⬆️ button to call the lift to the top or the ⬇️ button to call the lift to the bottom. The lift will be in the parked position.

2) When the lift reaches the top/bottom, it will stop. Let go of the button.

3) Follow the instructions below on how to take the lift up/downstairs.

To take the lift up or down the stairs

1) Press and hold the ↻ button on the wall-mounted unit to lower the lift platform.

2) Position yourself on the lift securely, ensuring you are fully on the platform.

3) Push and hold the lift joystick in the direction you wish to travel. The arms will lower around you automatically when you begin to press the joystick.

4) When you reach the top/bottom, the lift will stop. Release the joystick and the arms will raise automatically.

5) Leave the platform fully.

6) Press and hold the ↺ button on the wall-mounted platform to raise the lift platform back into the parked position.

To call the lift to an emergency stop, press the big red button beside the joystick