



# Town Hall

## Venue Information Pack

# DENHAM TOWN HALL

The Denham town hall is equipped to host entertainment/performances with an inbuilt stage and audio system. The open floor space is also ideal for meetings and presentations.



## EQUIPMENT

### INCLUDED IN HIRE

- Kitchen facilities – includes fridge, oven, stove, microwave and urn
- 8 x tables\*
- 100 x chairs\*
- In-built projector and audio system (instructions are provided upon hire)
- In-built stage and back of stage facilities (refer to the picture below)
- Stage lighting (prior approval required)

\*PLEASE NOTE: requires minimum 1 week notice

### NOT INCLUDED IN HIRE

- Tea/coffee/milk/catering
- Crockery
- Laptop (if using projector)

### ADDITIONAL EQUIPMENT FOR HIRE

Some additional equipment is available upon request. Please refer to page 7.

## OVERVIEW

### ADDRESS

50 Hughes Street, Denham

### MAXIMUM CAPACITY

100 seated

### TOILETS

Venue is located next to public toilet facilities

### AIR CONDITIONING

Yes

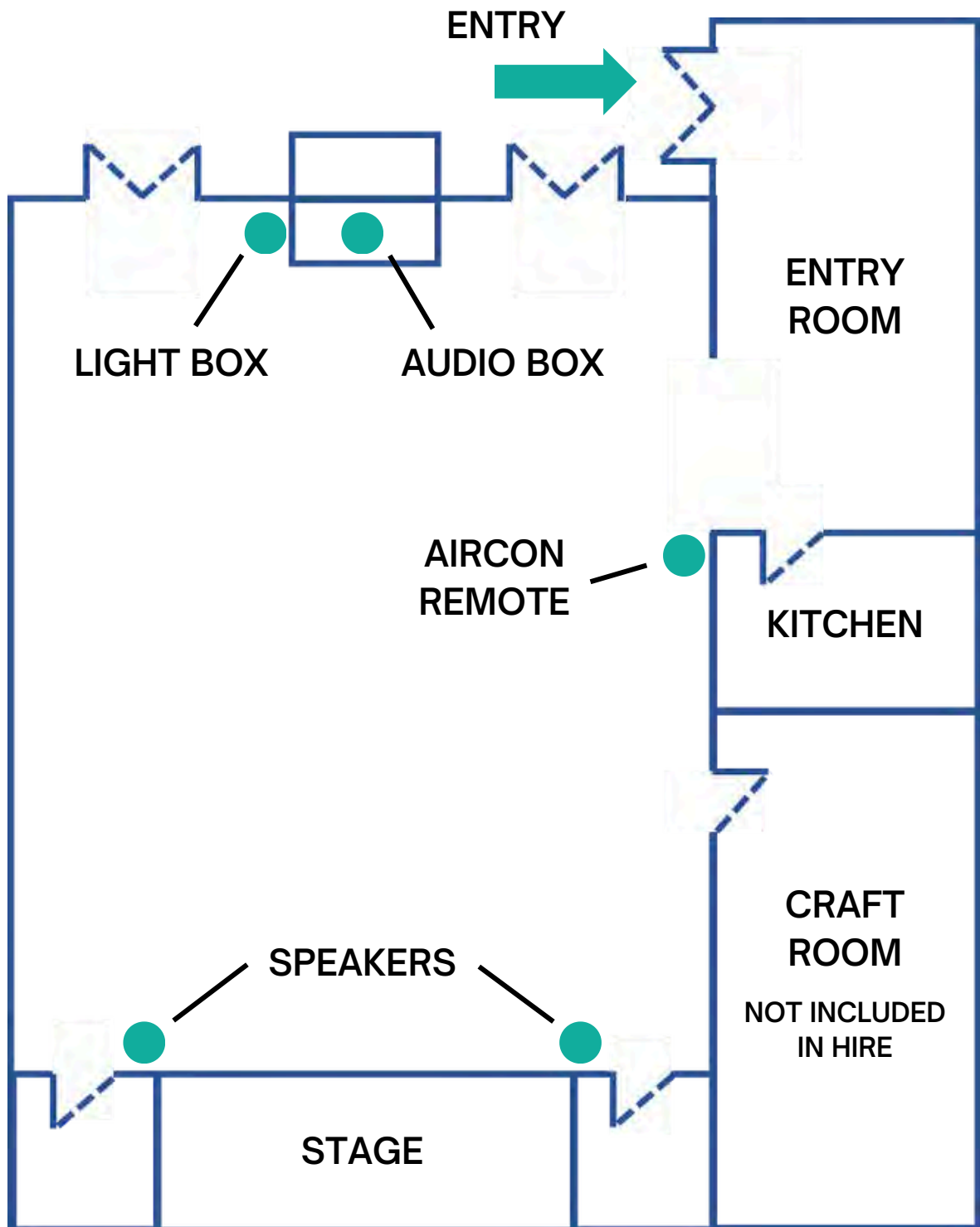
### ACCESS & INCLUSION

Wheelchair accessible building with ACROD parking available





## VENUE MAP







## LIGHTS

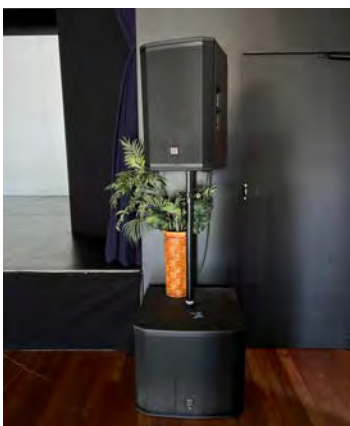
The box that contains the light switches for the venue is located next to the audio box (see map on page 1). The light switches needed for the hall are highlighted in the image below.



## AUDIO SYSTEM

To play audio from your device through the Town Hall speaker system, please follow these steps:

1. Ensure both speakers (see map on page 1) are switched on at the back, as shown in the below pictures.

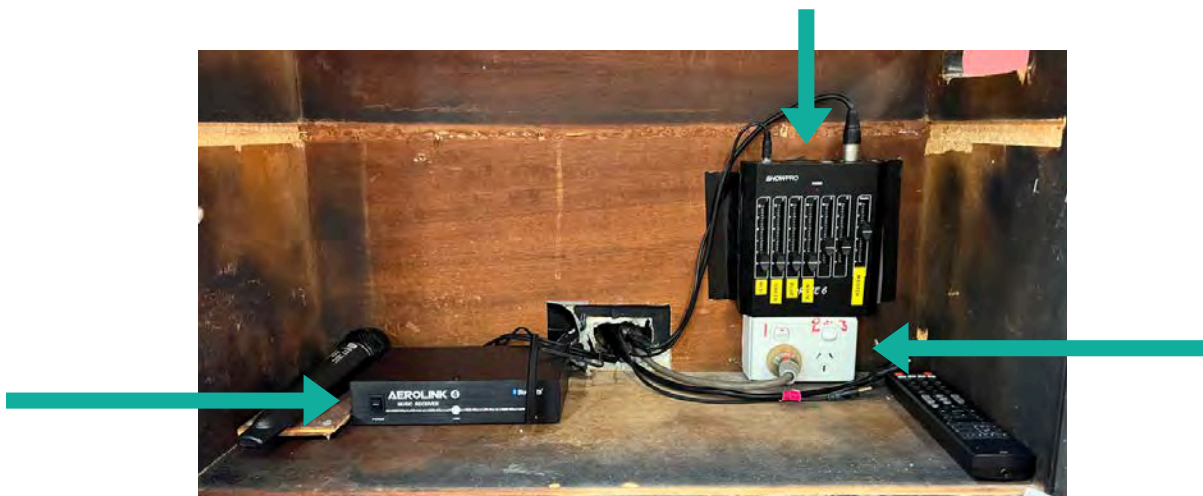




*keep this page for when show pro box  
is fixed*

## AUDIO SYSTEM CONTINUED

2. In the audio box (see map on page 1), ensure the ShowPro box, Aerolink Bluetooth box, and power point 1 are switched on, as shown below.



3. On the Aerolink Bluetooth box, press the center button (as seen in the below picture) to make the device ready for pairing. If it is ready to pair, it will be flashing. On your device, go to your Bluetooth settings and pair with AEROLINK4.



4. You can now play music/audio through your device. The volume can be controlled through your device. If you still cannot hear any volume, please ensure the master volume on the ShowPro box is raised to 50%. When you are finished, please retrace these steps to ensure everything is turned off and left as you received it.



## AUDIO SYSTEM CONTINUED

2. In the audio box (see map on page 1), ensure Aerolink Bluetooth box are switched on, as shown below.



3. On the Aerolink Bluetooth box, press the center button (as seen in the picture) to make the device ready for pairing. If it is ready to pair, it will be flashing. On your device, go to your Bluetooth settings and pair with AEROLINK4.

4. You can now play music/audio through your device. The volume can be controlled through your device. If you still cannot hear any volume, please ensure the master volume on the ShowPro box is raised to 50%. When you are finished, please retrace these steps to ensure everything is turned off and left as you received it.

To play audio from microphone speaker system, please follow these steps:

1. Ensure Mini Pro is switched on , as shown in the below pictures.







## SCREEN PROJECTOR SYSTEM

To project your laptop or tablet screen to the wall behind the stage, please follow these steps:

1. Follow all steps in the audio system instructions.
2. Use the TV remote in the audio box to switch on the projector. You will need to point the remote carefully at the orange light on the projector (located behind the window above the audio box, as seen in the below picture) and press the on button on the remote. You will know it has been turned on when the light flashes green. To turn it off, press the standby button while pointing at the projector.

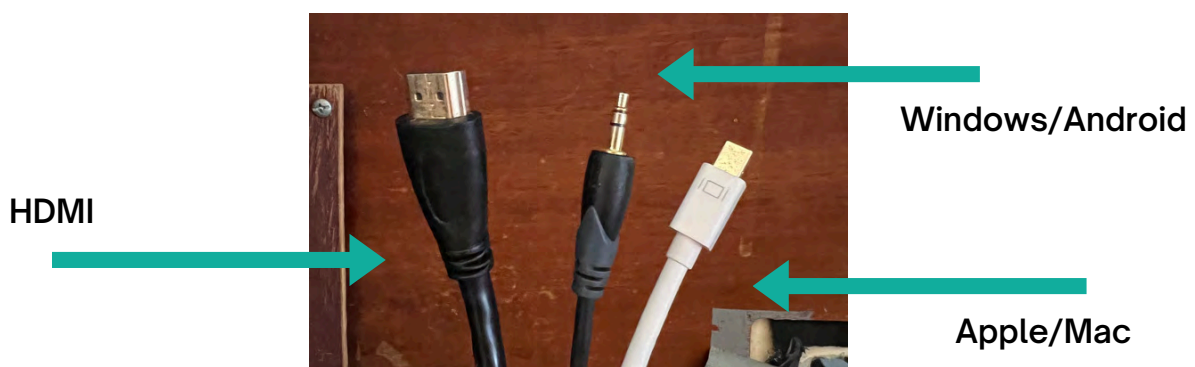
Note: the projector will take a few minutes to warm up before it appears on the back wall of the stage. Please be patient when waiting for this. If the green light is on, the projector is working.





## SCREEN PROJECTOR SYSTEM CONTINUED

3. Turn your device on and connect it to the system using any of the following cords required (see the picture below):



4. If needed, use the available power point in the audio box to charge your device while it is being used.

5. You are now ready to proceed with your presentation. When you are finished, please retrace these steps to ensure everything is turned off and left as you received it.