



Main hall gallery

Additional terms and conditions

These terms and conditions are to be signed and applied alongside the main Cantell School lettings policy, whenever the gallery that supports the main hall is hired out.

This is also in addition to the gallery training supplied by the Gallery Team for first-time users, as outlined below.

Use of the gallery

Cantell School's main hall offers many features, including the provision of audio-visual support for events such as meetings, shows and presentations. Should anyone hiring the main hall require these features, they will also need to hire the gallery for their booking at an additional cost.

The gallery is a school resource like any other, and is used on a regular basis during the school day for staff meetings, assemblies, at break and lunch times and extra-curricular activities. As such, the school retains priority use of the gallery for these events, as well as evening and weekend activities such as Parents Evenings, school productions and staff meetings.

With this in mind, the gallery needs to be kept in a clean, tidy and fully-functional state at all times. Cantell School reserves the right to restrict access to the gallery to any hirers who fail to demonstrate this consideration. Likewise if the majority of users do not adhere to these terms and conditions, Cantell School reserves the right to remove the gallery from our list of facilities available for hire. This is in addition to section 1.5 of the general conditions in the Cantell School lettings policy, which states:

"The Hirer is responsible for leaving the Premises hired in a clean, neat and tidy condition and must place rubbish in black bags, which must be deposited in the external refuse bins. **If the Hirer fails to leave the premises clean, neat and tidy, the school's cleaners will clean the premises and will charge the additional cost to the Hirer.**"

Preparation for using the gallery

Before using the facility for the first time, one of the hirers must arrange a short training session with the Gallery Team. This usually takes under half an hour. This is to ensure the hirer is comfortable using the equipment, and is aware of any health and safety issues that they may come across on the gallery. By signing these terms and conditions you agree that if you have not arranged this training by the time of your booking, Cantell School may deny you access to the facility. This is to ensure that the equipment is used properly and safely, and to minimise problems for hirers at the time of their hire, as on-site technical assistance is not always available.

Using the gallery

Users **MUST** familiarise themselves with both the 'Gallery rules' and 'Gallery guide' documents. They are provided alongside these terms and conditions, and are on display on the gallery itself.

As part of the preparation training, hirers should discuss their specific requirements with the Gallery Team so the correct equipment is provided. If specialist equipment is needed, Cantell School may apply an additional charge at our discretion. Likewise an indication should be made as to how many people will be on the gallery at the time of hire. The Gallery Team will provide the hirer with community login details at this stage to access the computers.

If a problem arises that has not been covered by the preparation training, or there is an accident of any kind, please notify the community receptionist **as soon as possible**. This is so accidents can be recorded to avoid misunderstandings.

Should any damage or faults up on the gallery be discovered by school staff, which have not been reported to the community receptionist, Cantell School reserves the right to investigate the cause of such matters, using the booking schedule and on-site CCTV. If it is found that substantial damage has been caused by a hirer, the school may seek to recover the repair or replacement costs of the items concerned. Please bear this in mind when using the equipment, and take great care at all times, as much of the equipment on the gallery is very expensive and difficult to replace.

If hirers experience technical difficulties that neither they nor on-site staff can resolve, the contact details of the Gallery Team are on the gallery rules document. Please use these details responsibly, only for serious issues that cannot be worked around and do not hand them out to anyone not involved with the gallery.

When a session on the gallery comes to an end, the hirer **MUST** ensure all settings are returned to the positions, outputs and levels that they were originally found in. This is to minimise impact on the next school day. If hirers continually fail to do this, they will be warned at first, and may not be allowed back on the gallery if a second warning is required.

Declaration

I hereby confirm I have read and agree to these terms and conditions, in conjunction with the main Cantell School lettings policy, on behalf of the persons/group hiring the main hall gallery. I also confirm I have read through the attached 'Gallery guide' and 'Gallery rules' documents, and will also arrange the first-time user training with the school's Gallery Team.

Hirer signature: _____

Date: / /



Gallery rules

For staff and authorised visitors:

- You **MUST** ensure all cables, dials and other equipment **REMAIN** in their current positions. There is no need for any of this to be re-positioned. If you are unsure as to how to use any of the equipment please either contact the IT team on ext. 343 or via email at itsupport@cantell.co.uk.
- If you need to adjust any settings on the gallery, you **MUST** return these settings to the default positions that you found them in.
- This area **MUST** be kept clean and tidy like any other part of the school. Please do not leave any items on the gallery, and dispose of your rubbish correctly.
- Food and drink should not be consumed on the gallery, in order to avoid any accidents with the equipment.
- For fire safety reasons, please do not leave bags, coats or any other items in the middle of the gangway on the gallery. You can leave items under the desk with the lighting computer or at the ends of the gangway, ensuring that doorways are also kept clear.
- Items such as the slideshow 'clicker', the projector remote, microphones etc. **DO NOT** need to leave the hall/gallery. Once used these items should be returned to the middle shelf on the gallery desk.

Thank you for your co-operation

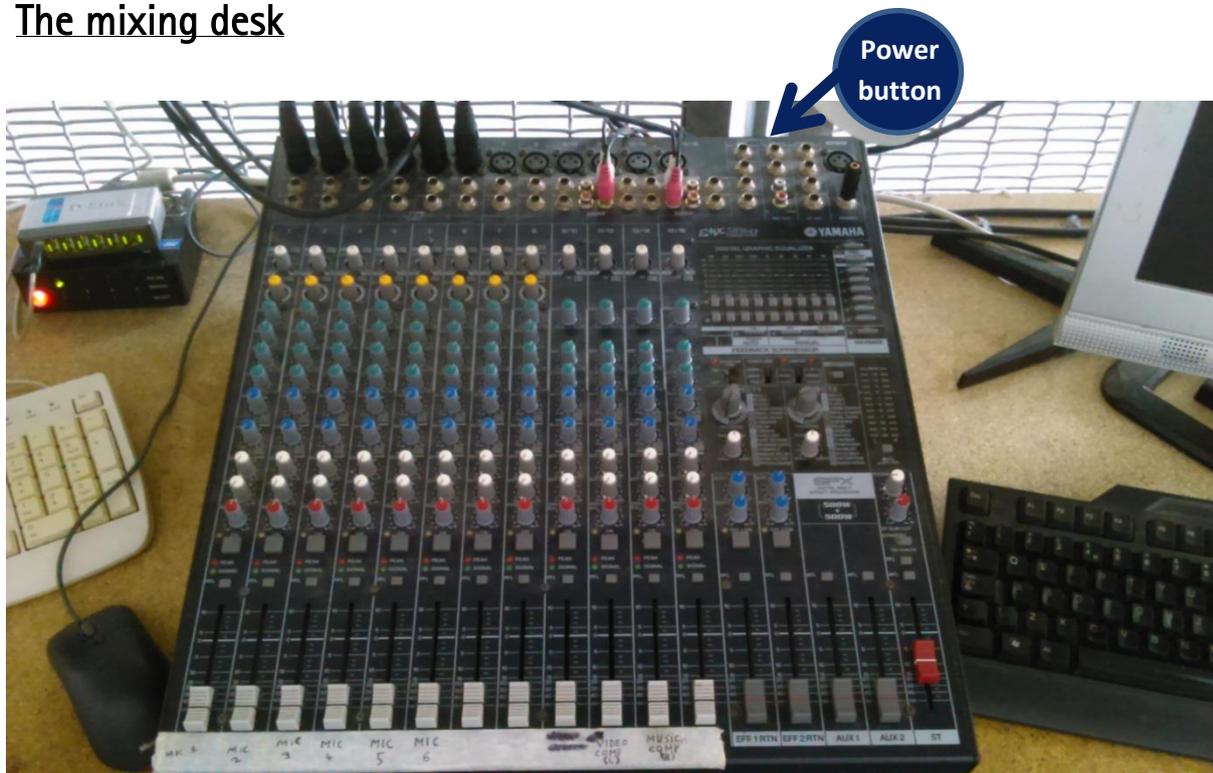
The Cantell School gallery is the support area for audio/visual productions in the main hall. During the school day it supports assemblies, break & lunch times and meetings, as well as being hired by authorised visitors.

Please familiarise yourself with the Gallery rules before using any of the equipment.

The gallery has three computers, the video computer (far left monitor), the music computer (centre monitor), and the lighting computer (far right monitor). Should you require access to these machines please ensure you have spoken to a member of staff beforehand to get login details. The central mixing desk controls the various sound levels for the variety of inputs on the gallery. More details on the mixing desk can be found below.

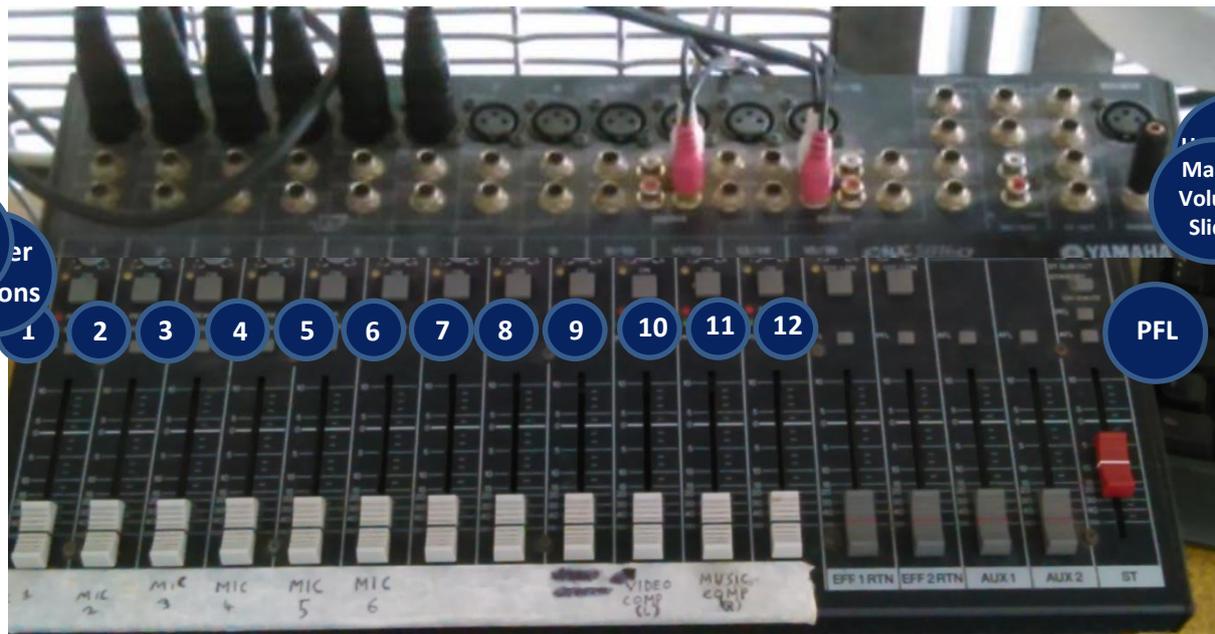
All cables on the desk are to be left **untouched at all times**. Each input has a designated channel, and there should therefore be no need to alter any cables. If you believe you have an additional need please see a member of staff. Any levels changed **must be restored to these defaults** after use.

The mixing desk



To turn on the mixing desk simply press the black button at the back on the console.

Inputs:



- 1- Mic 1
- 2- Mic 2
- 3- Mic 3
- 4- Mic 4
- 5- Mic 5
- 6- Mic 6
- 7- -
- 8- -
- 9- -
- 10- Video comp
- 11- Music comp
- 12- -

To use the microphones, first turn them on using the small on/off button at the end of the microphone. A frequency will display on the microphone – using the consoles on the middle shelf of the gallery desk match this frequency on the receiver. To do this, press the 'set' button on the receiver, scroll down to 'tune' and select the correct frequency. Click 'set' and scroll to 'exit'. The number on the receiver you are using corresponds to the microphone you are using i.e.: receiver 1 = Mic1. Once the frequencies are matched use the slider to adjust the volume.

To use either the video or music computer just power them up in the usual way, all connections are permanent. You should hear your output as soon as it begins to play. Use the slider to adjust volume.

Ensure that the power button (the large grey square above the slider) is on for your chosen channel. An orange light will glow next to the channel when it is on. The smaller green signal light below should glow whenever there is sound output. If the red 'peak' light is flashing then you have the slider and/or master volume up too high, please turn this down.

The smaller grey button below these lights is the 'PFL'. Please leave these turned on as they monitor levels and volume.

The grey sliders are to control the respective channel volume, the level you will require will vary according to the source volume i.e. if you are playing a video or music etc. Use these in conjunction with the red slider on the far right which adjusts the master volume for all channels.

As a default the master volume should be on -10 and all grey sliders turned right down.

The Headphone adapter must be left in at all times, unless larger jack headphones are being used, in which case the adapter should be left under the music computer monitor.

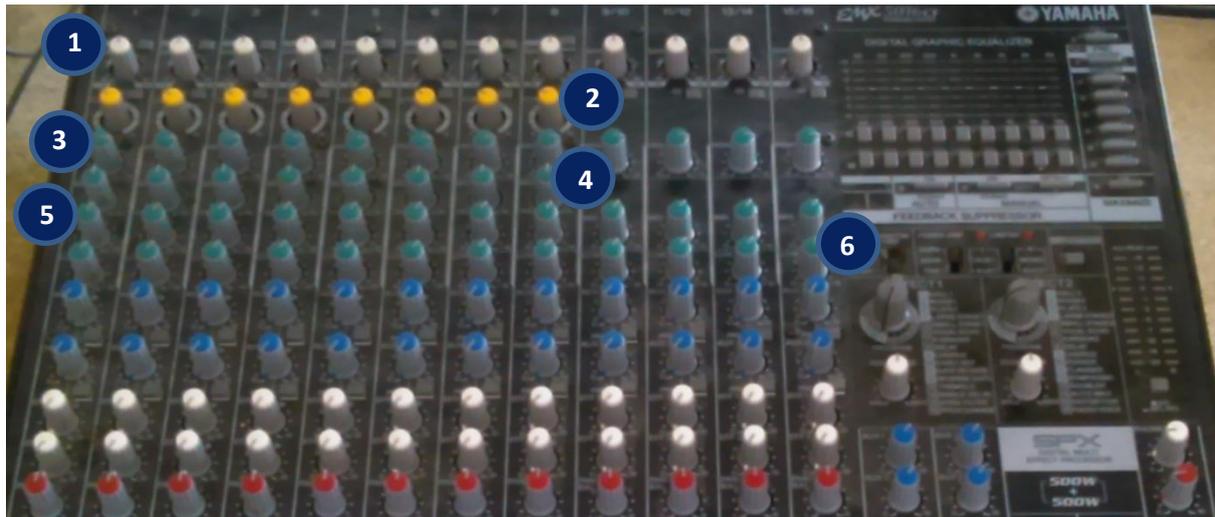
7 The inputs do not need to be changed. If you are having trouble with any of the channels speak to a member of staff.

9

8

10

11 *als:*



The following describes what each dial does (from top to bottom) and what the default value should be. This is expressed in terms of a clock face, so 12 o'clock is when the dial is set with the line facing the top of the desk.

- 1- Master volume – 12
- 2- -
- 3- Vocals – 3
- 4- -
- 5- Treble – first notch past 12
- 6- Bass – first notch past 12
- 7- Aux 1 – off
- 8- Aux 2 – off
- 9- Effect 1 – off
- 10- Effect 2 – Off
- 11- Balance – 12