

Nutfield Memorial Hall

General Information

The following information is to help you decide if the Hall is suitable for your needs:

Facilities

- Dimensions of the hall 15.5m x 5m with separate lobby 5.25m².
- External covered veranda 23.25m² overlooking football pitches.
- Car parking for up to 20 cars and no overnight parking is allowed. Spaces cannot be guaranteed.
- The hall is able to accommodate up to 120 people for a stand-up reception.
- The hall is able to up to accommodate 60 people seated.
- 12 x 5ft x 2.6ft collapsible tables.
- 6 x 3ft square collapsible tables.
- 1 x Board table for 12 seating.
- There are 48 collapsible chairs and 12 more comfortable stacking chairs.
- Home and away separate changing rooms with showers and WCs
- Separate referee/umpire changing room with shower and WC.
- Fully equipped kitchen with gas cooker, fridge and water boiler.
- China, glass and cutlery provided as part of booking.
- The main hall can be completely blacked out for presentations.
- There is a fixed overhead projection system with a large screen suitable for presentations via your own laptop and HDMI cable (supplied). Please note from July 2022 we do not have a TV licence.
- There is an integrated speaker audio system (via jack), we have various adapters available to suit different phone types.
- Internet access is available via WIFI.
- We do not hold a licence for the sales of alcohol and we do not normally accept bookings for teenage parties unless under exceptional circumstances and then only with the agreement of the Trustees.

Need to know

Rubbish: All rubbish must be removed from the premises at the end of the hire and taken home with you.

Hall floor: Please do not wash the floor. Any spills can be cleaned up with the paper towels provided in the kitchen.

Light switches: All lighting in areas apart from the main hall are on sensors and will automatically switch off about 15 minutes of inactivity. The three manual light switches in the main hall will need turning on/off at the beginning/end of your hire.

Heating: The heating and hot water are controlled remotely and are activated to coincide with your booking times.

Cooker: The instructions for operating the oven can be found in the bottom drawer. Please leave the cooker clean.

Kitchen: The kitchen must be left as clean and tidy as you would like to find it. Some cleaning materials (sponges & disinfectant spray) can be found in the cupboard under the sink in the kitchen and there are paper towels on the worktop in a white box. All breakages must be reported to the Bookings Secretary.

Shutters: For Fire Safety, all external shutters must be in the open position during hire and for security reasons all shutters must be locked shut at the end of the hire. Keys are on the back of the kitchen door.

Outdoor Cooking: We have a designated outdoor cooking area where you can prepare food for your event. This allows for BBQs or other such food preparations to take place safely. Please read the terms and conditions about this in our "Outdoor Eating Policy".

Tables: Tables should be stored flat in the storeroom. Please do not drag any furniture across the floor.

Chairs: All folding chairs should be stacked in the storeroom after use. Please do not drag any chairs across the floor.

Nutfield Memorial Hall, High Street,
Nutfield Charity No. 305086

Decorations: Nothing may be attached to the walls or light fittings. This includes posters and any decorations. Do not use Blu-Tack or drawing pins.

Audio Visual and Sound Equipment: This equipment can be accessed via the AV cupboard in the main hall. Please follow instructions inside the door.

Appliances: No unauthorised electrical appliances of any type shall be used in the Hall without the consent of the Management. There is only single-phase electricity available in the Hall.

Bouncy Castles: The hall cannot accommodate bouncy castles inside due to height restrictions. If you would like to enquire about using a bouncy castle on the playing fields behind the hall, please contact The Clerk at Nutfield Parish Council on: parishclerk@nutfieldpc.com. If you require advice on what children's play equipment is acceptable in the hall, please contact the Bookings Secretary on: nutfieldmemorialhall@gmail.com.

Dry ice/smoke machines are not permitted.

October 2025