

# Nutfield Memorial Hall

## General Information

The following information is to help you decide if the Hall is suitable for your needs. The Hall is used for a wide range of activities and by many local people so we do have some common-sense rules we ask you to follow.

## Facilities

- Dimensions of the hall 15.5m x 5m with separate lobby 5.25m<sup>2</sup>
- External covered veranda 23.25m<sup>2</sup> 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 WC's •

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; from July 2022 we do **not** have a TV licence
- There is an integrated speaker audio system
- 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.

Hall floor: Please clean the floor with the special-action mop which is stored in the second cupboard in the main hall. Do not wash the floor. Any spills can be cleaned up

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with a damp mop that is kept in the kitchen broom cupboard.

**Light switches:** All lighting in areas apart from the main hall are on sensors and will automatically switch off about 15 minutes of inactivity.

**Heating:** The heating and hot water are controlled remotely and are activated to co-incide with your booking times.

**Cooker:** The instructions for operating the oven are displayed beside the cooker. 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 can be found in the broom cupboard in the kitchen. All breakages must be reported to the Booking Secretary.

**Outdoor cooking area:** We have a designated outdoor 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" or if you have any questions or would like to view the area, please contact Sam at [nutfieldmemorialhall@gmail.com](mailto:nutfieldmemorialhall@gmail.com).

**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 kept on the back of the kitchen door.

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

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

**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 may only be used by agreement and in advance and only after suitable training has occurred.

**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 large bouncy castles as there are height

restrictions. Please contact the Booking Secretary if you require advice on what children's play equipment is acceptable in the hall.

Dry ice machines are not permitted.

**June 2023**

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