



**Welcome to Winchelsea New Hall. Here are a few things people usually ask:**

- **The dimensions of the hall to the front of the stage are 50'9" X 26'**
- **The ladies loos are on the left at the end of the main hall, men's loos on the right. Both have facilities for the disabled.**
- **There are 2 emergency escape doors half way down the main hall to left and right. Access to the doors must be kept clear at all times.**
- **Light switches at the main hall entrance control central ceiling floodlights and the dimmable lights to left and right of the hall at high level. The fuses for the hall are in a cupboard on the left as you enter the cloakroom.**
- **New curtains now hang in the hall and these must only be opened and closed by the ropes to the right of the windows and escape doors. Please do not attempt to open or close the curtains by tugging them as this will damage the curtains and runners.**
- **There are 120 chairs stored in the main hall and at the back of the stage, and 20 tables of 6x2 foot and a further 16 coffee tables of 2x2 foot stored in a room off the main hall. We do not provide table cloths or a laundry service.**
- **There is a sound system available. Let us know if you need to use it.**
- **The hall has a Premises Licence but we may require hirers to take out a TEN from Rother District Council if the bar is open to the general public.**
- **In the kitchen there are at least 100 large plates, 100 wine glasses, 100 highball glasses and plenty of smaller plates and teacups and saucers. There is also a quantity of cutlery.**
- **There are 2 ovens in the large kitchen and 2 small fridges and a further large fridge in the cloakroom to the left of the entrance lobby**
- **There is a hot water dispenser which provides constant hot water for drinks if preheated for 30 minutes.**
- **A defibrillator is on the wall above the decking facing the cricket field**
- **Our hire fee is £13.00 per hour, or £15.00 for commercial events. Please include set up and take down time when you book the hall, not just the time of the event. Special rates apply to major events and we may allow clear up on the following day up to 11 am.**
- **For major events we ask for a non-returnable deposit on booking which is credited against the final cost of the hire if it proceeds.**
- **We do not provide a rubbish removal service and we ask hirers in all cases to take their rubbish home after the event. A deposit of £100 (returnable 21 days after the event) is required for major events to cover our costs of removal of rubbish, cleaning of the hall, repair of damage and other breaches of the hire.**

**New Hall Management Committee, July 2018**