

## *Welcome to Winchelsea New Hall. Important information!*

### *The Hall*

The dimensions of the hall to the front of the stage are 15.47m x 7.92m (50'9"x26')

The hall has wide opening front doors with flat no-step access. Both toilets have facilities for people with disabilities and are wheelchair accessible.

There is a sound system and hearing loop available with two forms of microphone on request.

There are two emergency escape doors with wheelchair ramps half way down the main hall to left and right.

Light switches at the main hall entrance control central ceiling floodlights and dimmable lights to left and right of the hall at high level.

The fuses for the hall are in the cupboard in the cloakroom.

### *Equipment*

There are 120 chairs stored in the main hall and at the back of the stage, and 21 tables of 1.83m x 0.61m (6'x2') and a further 16 smaller tables of 0.61m x 0.61m (2'x2') in the storeroom off the main hall.

We have at least 100 each of large plates, wine glasses, and tall glasses, plenty of smaller plates, dishes, teacups and saucers and also at least 100 sets of cutlery.

Our kitchen is bright and modern with stainless steel work surfaces, 3 ovens, a 6 burner hob, two under-counter fridges, an under counter freezer and a large larder fridge.

We have a fast commercial dishwasher, plus sinks for washing up by hand.

There is a hot water dispenser that provides constant hot water for drinks if preheated for 30 minutes.

There is a defibrillator on the wall above the decking facing the cricket field.

### *Hiring the Hall*

Our up to date hire charges are displayed on our website [www.winchelsea.com/new-hall/hiring-new-hall/](http://www.winchelsea.com/new-hall/hiring-new-hall/)

Special rates apply to major events. Wedding reception bookings are generally from midday Friday to midday Sunday inclusive. A non-returnable booking deposit plus a security deposit (returnable 21 days after the event) is required for all events involving food or drink.

The hall holds a Music Licence and a Premises Licence allowing live and recorded music, film, dance and entertainment plus the sale of alcohol. You must tell us whether you are intending to sell alcohol or not.

A piano and electric keyboard are also available.

### *Some Essential Must Do's*

**Remove ALL rubbish**

**Leave the hall clean and tidy for the next hirer**

**Keep access to the emergency doors clear**

**Keep to our legally licenced hours for the sale of alcohol and playing of music**

**Be mindful of our neighbours and leave the premises as quietly as possible**

**Open and close the curtains with the cords - tugging them will damage the curtains and runners**

**Lift tables and chairs – dragging causes damage to the floor**

**Inform us of any problems or damage in person or on 07422 724051**