

Hall, meeting rooms, foyer/reception: dimensions, equipment and facilities

Hall

Size

- Dimensions: **Hall** 18.9 metres x 11.3 metres (62 feet long x 37 feet wide) excluding stage
- Dimensions: **Stage** 12.2 metres x 6.1 metres (40 feet wide x 20 feet long)
- Stage is fully accessible for wheelchair users
- It is preferred that hirers holding for example a birthday party are not allowed to use the curtains
- Stage lighting is not offered as part of the hall hire. If a hirer requests to use this lighting they must be informed that an external technician has to be sourced to operate it. Details can be provided on request.
- Capacity: see occupant capacity/room style document

Equipment

- 200 chairs (width 18", depth 14", height from floor to seat 16", height from the back of the chair to the floor 30.5")
- 33 tables in total, see below
 - 25 green trestle tables 5ft long x 2ft 6" wide, 2ft 6" high
 - 5 grey trestle tables 5ft long x 2ft 6" wide, 2ft 3" high
 - 3 brown trestle tables 5ft long x 2ft 6" wide, 2ft 3" high
- Kitchen with fridge and fan assisted oven
- Sound system
- Two microphones and two microphone stands. One large microphone stand and one table top stand (not available for private parties)
- **Weekday events only** – Laptop and projector

Facilities

- Self-contained with male/female and accessible toilets and a baby changing unit
- one large changing room areas (available for hirers presenting a stage production or for wedding receptions if they wish to change outfits or to be used as a cloak room)
- Heating and air conditioning
- Reception service currently 9.00 am – 5.00 pm (Monday – Friday)
- Caretaker on site 5.00 pm onwards (Monday – Friday) and weekends at agreed times. **We cannot accept seating plans** as the caretaker is not available to set the hall up in advance
- Secure car park with 29 marked bays. We are unable to reserve spaces for delegates during the week. However, we can reserve a space for the facilitator if required. Parking is allocated on a first-come, first-served basis during the week. First-come, first-served basis for weekend events.

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Meeting rooms and Boardroom

Size

- Each room measures 8.4 metres x 3.6 metres (27.5 feet x 12 feet)
- The rooms can also be opened up to create a larger space
- Two meeting rooms seat 14 in a boardroom layout. These tables can be moved if necessary
- The boardroom seats 18. This layout is fixed as the table is not moveable

Equipment

- Laptop
- Projector
- Flipchart and pens
- Whiteboard and pens

Facilities

- Tea and coffee
- Heating and air conditioning
- Seating available to be used as a break out area or for lunch
- Reception service currently 9.00 am – 5.00 pm (Monday – Friday)
- Caretaker on site 6.00 pm onwards (Monday – Friday) and weekends at agreed times
- Secure car park with 27 spaces. We are unable to reserve spaces for delegates during the week. However, we can reserve a space for the facilitator if required. Parking is allocated on a first-come, first-served basis during the week. First-come, first-served basis for weekend events.

Mezzanine

- 14.9m long x 5.2m wide
- Seats up to 40

Equipment

- Laptop
- Projector
- Flipchart and pens

Facilities

- Tea and coffee
- Heating and air conditioning
- Seating available to be used as a break out area or for lunch
- Reception service currently 9.00 am – 5.00 pm (Monday – Friday)
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Foyer/Reception

- This area is available free of charge for individuals who wish to use the space to hold informal and non-confidential meetings. Tables do not need to be booked for this purpose

Refreshments

- Tea and coffee is provided in the meeting rooms Monday – Friday between 9.00 am – 5.00 pm.
- It is possible to provide refreshments for meetings that start just before and finish just after 5.00 pm
- **Hall bookings – Monday – Friday 9.00 am – 5.00 pm only**
 - Tea and coffee can be provided at £2.50 per head
 - Tea, coffee and juice and/or biscuits can be provided at £1.50 per head

Catering

- Lunch can only be provided for weekday events between 9.00 am – 5.00 pm
- The cost starts at £4.50 per head for either hall or meeting room bookings. *(£4.50 is the cost that we charge the client. We will order food at £3.00 per head from the caterer and charge a £1.50 admin charge. Do not tell the client this!)*