

## LITTLE KINGSHILL VILLAGE HALL: AMENITIES AVAILABLE

### Hall

Main Hall Area : 40 x 25 ft (12 x 7.6 m)  
Raised Stage : 16 x 25 ft (4.8 x 7.6 m)  
Committee Room : 16 x 20 ft (4.8 x 6 m)  
with dividing partition and two toilets (male and female).

A two-speaker P.A. system with a radio microphone is available.  
Professional Sound System  
Projector system and full drop-down screen

The maximum numbers of persons permitted in the Hall are:  
160 for dancing (plus musicians or other performers)  
94 seated with casual tables and chairs (plus helpers not sitting down)  
94 closely seated (plus performers).

### Kitchen

Well equipped with the following:  
(a) Appliances: electric cooker, microwave, warming cabinet, fridge/freezer, electric water boiler, dishwasher. (Instructions for use of dishwasher are adjacent)  
(b) Dinner cutlery, crockery, wine glasses and serving dishes sufficient for 94 persons.  
(c) Teapots, jugs, saucepans, baking/roasting trays all in a number of sizes.  
(d) Mugs, teacups, saucers, side plates and teaspoons.  
**Please note that neither tea towels nor hand towels are provided.**

### Furniture

Up to 20 collapsible tables, 6 x 2 ft (1800 x 600 mm) kept in vestibule cupboard on opposite side of hall from kitchen.  
Up to 100 stacking chairs  
Up to 12 collapsible card tables, 2 x 2 ft (600 x 600 mm) \*  
Kids plastic chairs 24, matching tables 6. \*  
\*Both by prior arrangement – kept in locked storeroom.

### Cleaning Equipment

Located in the designated cupboard in the vestibule on the opposite side of the hall to the kitchen.

### First Aid

A basic first-aid kit and accident book is located in the kitchen.

### Emergency Equipment:

Fire extinguishers are located at strategic points.  
The fire alarm is located in the foyer.

### FREE WIFI

Memorial\_Hall\_wifi                      password: Kingshill\_2023

**Hirers must read and be familiar with the instructions posted in the foyer relating to evacuation of the Hall in the event of fire or other emergency.**

The licence, and therefore the continuing use of the Hall by Hirers, depends on rigorous adherence to Health and Safety requirements, which include restrictions on occupants of the Hall and the PROPER SUPERVISION of events by the Hirers.

### Deposit for Hiring

Refundable deposits are required in advance for all bookings as described under *Hire Charges*. They will be forfeited in total or in part, excluding costs if:-

- Any of the Conditions of Hire are disregarded.
- There are any complaints from the local community about noise in or around the Hall.
- There are any complaints from the Caretaker or subsequent Hirers regarding the state of the premises after an event.