

## Preamble

This document sets out the capacities of the village hall under various booking scenarios.

The hall can be booked in three configurations: as the entire building (main hall, supper room and kitchen), Main Hall only, or Supper Room (with or without the kitchen). For the first two of these, maximum permitted capacity is determined by that of the main hall, for the last it is determined by the capacity of the supper room. Note that wheelchair bound attendees will require more space to manoeuvre and position themselves and this may reduce the available capacity to numbers lower than those shown below.

## Version and modification history

October 2023 – Revised (by AS) to remove restrictions related to Covid and add some corrections and additional information. Revised again in August 2025 to incorporate changes introduced by the new Fire Safety Policy and to direct readers to it for reference.

## Main Hall Capacity

The main hall comprises a space of 92.5 sq m. Regulations dictate that we must allow 0.5 sq m for every person standing, or 1.1 sq m for every person seated. These equate to theoretical maximums (if the hall is first cleared of all moveable furniture) of 184 standing or 84 seated. In practice, it is likely that some sort of mix of seating and standing will be required and the number permitted will fall between these two. Also, in practice it is likely that tables and/or staging will also be deployed: and these will also reduce the total available area.

For each single table - reduce available area by 1 sq m.

For each double table - reduce available area by 2 sq m.

For each stage "tile" - reduce available area by 0.75 sq m.

Examples:

Theatre configuration - big stage (4 x 6 tiles) plus seats in rows : Available space reduced by stage and seating regulations applied. Size of stage ( $4 \times 6 \times 0.75 =$ ) 18. Hall area reduced to ( $92.5 - 18 =$ ) 74.5 sq m. Seated capacity (at 1.1 sq m per seat  $=$ ) 67.

As above, but only 50 seats deployed thus leaving "standing room at the back". Unused seating capacity ( $67 - 50 =$ ) 17. Standing capacity (17 sq m at 0.5 per person  $=$ ) 34. Total capacity: 50 seated plus 34 standing  $=$  84.

Cabaret configuration - medium stage (4 x 3 tiles) and people seated around 10 small tables plus the room edges: Available space reduced by stage and tables and seating regulations applied. Size of stage ( $4 \times 3 \times 0.75 =$ ) 9 sq m. Size of tables ( $10 \times 1 =$ ) 10 sq m. Hall area reduced to ( $92.5 - 9 - 10 =$ ) 73.5 sq m. Seating

capacity (at 1.1 sq m per seat = ) 66. Assuming there are 4 persons sat around each of the 10 small tables (= 40) that leaves 26 chairs to go round the edges of the room.

Supper configuration - no stage, all seated at tables. Each person requires a seat (1.1 sq m) and a table setting (4 persons per table, so that's 0.25 sq m each) for a total per person of 1.35 sq m. Overall capacity is  $(92.5 \div 1.35 =)$  68.

Formal meal configuration - big stage (4 x 6 tiles), all guests seated at tables but tables abutted together. Each person requires a seat (1.1 sq m) and a table setting (2 persons per table, so that's 0.5 sq m each) for a total of 1.6 sq m per guest. Size of stage (4 x 6 x 0.75 =) 18. Hall area reduced to  $(92.5 - 18 =)$  74.5 sq m. Seated capacity is  $(74.5 \div 1.6 =)$  46.

Exhibition/stalls/book fare: no stage, but assume half of hall occupied by stands etc. Total capacity reduced to  $(92.5 \div 2 =)$  46.25 sq m. Guests all standing so maximum at any one time is  $(46.25 \text{ sq m at } 0.5 \text{ per person} =)$  92.

### *Supper Room Capacity*

The Supper Room has a capacity of up to 18 seated, though this may be reduced if tables are deployed or if there is a requirement to use the serving hatch.

### *Fire Safety Considerations*

In all the above, consideration must be made for the Fire Regulations which state that it must be possible for all attendees to evacuate the building in under 2 minutes, even with one of the major fire escape routes blocked. This may limit the capacity of your event to less than the numbers obtained using the calculations outlined above.

The Hall also has a comprehensive Fire Safety Policy, introduced in August 2025, which contains specific details about what to do to reduce the risk of fire and to reduce the risk of injury should a fire occur. This includes details of:

- what may, or may not, be brought into the hall,
- how moveable furniture must be set out to prevent impeding any fire exits,
- which internal doors should be kept closed when not in use to prevent the spread of fire,
- and specific suggestions for accommodating those with limited mobility.

The document can be found online, by scrolling to the bottom of the website's home page, and looking under Policies.