

Commemoration Hall, Institute and Orchard Room

Essential Information

Welcome and thank you for booking with us.

We have prepared the below essential information to be read through in advance of your booking to help ensure your event runs smoothly. Note that we have 3 different spaces to hire, so please go to the section relevant to your booking.

If you do have any questions please don't hesitate to contact us on the details below.

MAIN HALL

How do I get in?

The main door will be open just before your booking start time and remain open for 5 minutes after your event ends. After that, the door will lock automatically and you will be unable to get back in (although you will be able to get out).

How do I operate the door locks?

The above is the default locking procedure. If you'd prefer to lock the door *during* your event for extra security, please contact our Operations Manager (details below) and she'll set it up for you. Alternatively, at any time during your booking you can pull up the internal door handle from the inside to lock it. Please note that the locks simply prevent others from entering during your event, you will always be able to exit even if the door is locked from the outside.

What equipment/facilities are included with the booking?

In the main hall, we have:

- 160+ chairs and 15 tables
- Additional tables are stored in the Green Room (past the Ladies' toilets)

The hall is available for your full use. For safety, please ensure children are accompanied by an adult if they wish to access the stage.

Optional Extras

Please contact our Operations Manager in advance if you'd like to use any of the following equipment:

- Hearing loop
- Bluetooth-enabled sound system
- Wireless microphones



- Office projector

We can also provide contact details for the Film Club and Drama Club if you wish to use the large cinema projector or stage lighting.

What can I use in the kitchen?

If you've hired the kitchen as part of your booking, you'll find:

- 6-ring gas cooker (commercial-grade)
- Auto-feed water urn
- Commercial dishwasher
- 2 x under-counter fridges & 1 freezer

We have over 100 small tea cups, saucers, and cake plates. Please note: we don't stock sharp knives, so we recommend bringing your own if needed.

Cleaning supplies are available in the kitchen and can be found in the cupboard above the sink/window sill. Additional bin bags are located on the shelves by the door. Kitchen ONLY broom and dustpan and brush are in the kitchen for you to use.

Note - the Kitchen door will be locked unless you have booked it. If you need to amend your booking to include the kitchen, please contact our Operations Manager using the below details.

Toilet Facilities

We have:

- Disabled toilet
- Gents' and Ladies' facilities (with baby-changing station in the Ladies' room)

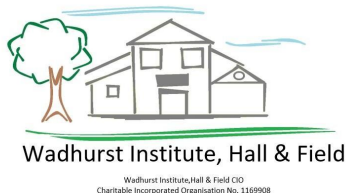
What should I do before leaving the Hall?

- Return all tables and chairs to their original positions, cleaned and stacked.
- Sweep the main hall. Scissor sweeper is located under the projection balcony stairs.
- Empty the bins (you are responsible for removing your waste from the premises)

Note there is also a printed sheet with instructions for what to do when leaving the Hall posted on the notice board near the Gents' toilets.

What should I do before leaving the Kitchen?

- Clean all surfaces (cleaning products are supplied in the kitchen and can be found in the cupboard above the sink).
- Wash and put away crockery.
- Sweep the floor and empty the bins (you are responsible for removing your waste from the premises)



Note there is a kitchen clear-down sheet by the kitchen exit for reference.

What are the emergency fire procedures?

- If you have not booked the Hall before, our Operations manager will meet you at the start of the booking to explain the procedures and answer any questions.
- There are three main exits in the hall, clearly marked. The fire exit near the Ladies' toilets is only suitable for able-bodied individuals (due to a staircase). Please use one of the other two exits if possible.
- In case of fire, evacuate immediately and move clear of the building. For safety, please do not gather in the car park as emergency services may need access.
- Call 999 and then contact our Operations Manager.

What do I do if there is a kitchen emergency?

- For kitchen emergencies, there is a gas valve cut-off switch near the kitchen exit. Simply push it in to cut off the gas supply, leave the building and contact our Operations Manager.

Is there a first aid kit?

- Our first aid kit is located in the Kitchen. First cupboard to your right as you enter the Kitchen. (Clear first aid sticker on cupboard) please fill in the accident report form as well as contact our Operations manager to notify of any injuries.

ORCHARD ROOM

How do I get to the Orchard Room?

Walk down the left side of the Commemoration Hall towards the Library and field. You will see a red door with a History Society sign on the wall. Go through that door, down three steps, and the Orchard Room will be directly in front of you.

How do I get in?

The exterior (red) door will be open just before your booking start time and remain open for 5 minutes after your event ends. After that, the door will lock automatically and you will be unable to get back in (although you will be able to get out). The Orchard Room door will be unlocked for your booking.

What equipment/facilities are included with the booking?

In the Orchard Room, we have:

- 25 chairs
- 6 tables



- Sink station with kettle
- Private WC facilities
- Note that there is no disabled/step free access to the Orchard Room and all fire exits have steps.

Optional Extras

Please contact our Operations Manager in advance if you'd like to use any of the following equipment

- Projector system
- Additional tables and chairs

What should I do before leaving the Orchard Room?

- Clear down and put tables and chairs back in their original place.
- Please use the broom provided in the room to sweep the floor
- Wash up any items used and put away
- Check WC and empty bins (you must take your refuse away with you).

What are the emergency fire procedures?

- If you have not booked the Orchard Room before, our Operations manager will meet you at the start of the booking to explain the procedures and answer any questions.
- There are two fire exits; Main entrance door and the door on the opposite side of the Orchard Room marked as a fire exit which leads you to a path along side the Hall and White Hart Pub.
- In case of fire, evacuate immediately and move clear of the building. For safety, please do not gather in the car park as emergency services may need access.
- Call 999 and then contact our Operations Manager.

Is there a first aid kit?

The first aid kit is located above the WC door. Please report any accidents or incidents to our Operations Manager.

INSTITUTE HUB

How do I find The Hub?

The Hub is located in The Institute building next door to the Commemoration Hall. Enter through the black exterior door and you'll find The Hub in the second door on the left, just after Southern Cross Travel.

How do I get in?

The main door will be open just before your booking start time and remain open for 5 minutes after your event ends. After that, the door will lock automatically and you will be unable to get back in (although you will be able to get out).



What equipment/facilities are included with the booking?

In The Hub, we have:

- Large boardroom table with seating for 14
- 2 armchairs
- Water heater,
- Mugs and glasses
- Access to communal kitchen facilities (located upstairs) but please bring your own tea, coffee, milk, sugar etc.
- WC facilities on both ground and first floors

Optional Extras

Please contact our Operations Manager in advance if you'd like to use:

- Projector system

What are the cleaning requirements?

Please wash any used items in the upstairs kitchen and return them to The Hub before leaving.

What are the emergency procedures?

- If you have not booked the Institute Hub before, our Operations manager will meet you at the start of the booking to explain the procedures and answer any questions.
- In case of fire: Exit through the main entrance when you hear the alarm Move clear of the building Contact emergency services if needed, then our Operations Manager

Is there a first aid kit?

The first aid kit is hanging on the coat pegs in the nook. Please report any accidents or injuries to our Operations Manager.

INFORMATION FOR ALL BOOKINGS

What parking do you have?

- There are 8 parking spaces, including one for disabled access.
- While we try to reserve all spaces, there may be multiple bookings on the same day.
- Please park in designated bays and leave the forecourt clear for emergency vehicles.

Other things to consider

- Insurance: Please ensure you have read and understood the requirements for insurance for your event from our T&Cs, which can be found [here](#).



- Noise Levels: We are a local, community based venue so please be mindful of noise levels to avoid disturbing nearby residents, especially in the evenings.
- Wi-Fi Access:

Network: CommemorationHall_Guest

Password: Commemquest

CONTACT DETAILS

The main contact before and during your booking is our Operations Manager, Jemma Pantrey. She can be contacted at:

Email: contact@wadhurstcommemorationhall.org

Phone/whatsapp: 07428 748 625

Our phone and emails are monitored 7 days a week between 8am and 8pm. Outside of these hours an alternative number will be noted on the voicemail, in case of emergencies.

Thank you again for booking with us and we look forward to welcoming you back again soon.