



WESTERHAM HALL MANAGEMENT COMMITTEE (1996)

Registered Charity No. 1070491

FACILITIES

**The best equipped and the most flexible
Modern community venue in this part of Kent.**

Purpose built in 1996, our doors are open to everyone from community groups and local organisations to commercial enterprises and private individuals. Westerham Hall is a registered, fully independent charity....

We offer:

- Three separately hireable spaces. The Main Hall can accommodate up to 250 people
- A modern kitchen, recently re-equipped to an excellent standard
- A large, curtained stage radio microphone etc. available
- Full disabled access and facilities including an induction loop for the hard of hearing
- Chairs and tables a-plenty (of course)
- A fully licensed premises NB see relevant section under facilities for regulations.

THE MAIN HALL

The Main Hall is our largest and most flexible space: 12.5m x 12.5m x 5m high, it can comfortably accommodate the following numbers:

- 180 (seated theatre-style – max 250 permitted)
- 125 (seated at tables – max 250 permitted)
- 250 (standing – max 350 permitted)

It also offers:

- A beechwood floor – great for dancing but no rubber soles or stilettos please!
- Induction loop for the hard of hearing
- 30 tables (1.5m x .75m) & 200 padded chairs
- Free access to half the kitchen
- Full height sound proof partitions that split the room $\frac{1}{4}$ - $\frac{3}{4}$ along its length

The hire charge for the Main Hall includes use of the Stage...

STAGE

- The Stage (10m x 5m x 4m high) is raised and has full curtaining and access doors to the Rear Meeting Room that remain locked unless the Rear Meeting Room has also been hired.
- The Stage comes with fixed on/off lighting. More complex, theatrical lighting is also available by special arrangement and for which an additional fee is payable. Please contact the Hall Manageress

Please note: Twice a year (April/May and then November/December), the Stage will be shut off for two weeks by the full height sound-proofed partition to facilitate the staging of amateur theatre. Hirers are always advised before they book if this is to be the case and a commensurate reduction in the hire charge is naturally offered.

FRONT MEETING ROOM

A carpeted room, ideal for meetings, presentations, coffee mornings, birthday parties and family celebrations etc. It also serves as an excellent space for serving refreshments before an event in the Main Hall. It offers:

- Capacity for 60 seated theatre-style; 40 seated at tables (2' x 2'6") (or 100 standing)
- 12 padded armchairs + additional chairs from the Main Hall
- Tables & chairs as required
- Free access to half the kitchen

KITCHEN

Hirers of the Main Hall and Front Meeting Room have automatic use of half of the kitchen which is laid out to facilitate equitable and easy sharing. Should you require use of the whole kitchen but only one of the spaces, please discuss with the Hall Manageress. The Kitchen offers:

- Plenty of work surfaces
- 2 x 90cm ovens with grill
- 2 x standard ovens with grill
- 3 x gas hobs with 15 rings
- Large (16ft3) warming oven
- Microwave oven
- 1 large fridge
- 1 x Foster's commercial fridge (set to 2°C.)
(Wine, soft drinks etc. may be placed in a fridge to chill ahead of the hire period by special arrangement with the Hall Manageress)
- 1x Foster's commercial freezer (set to -18°C.)
- 2 x Lincat water boilers (one each end)
- 4 sinks with constant hot water
- Automatic commercial dish-washer with a three minute cycle
- Hire of crockery and glasses by arrangement
- Serving hatches to Main Hall and Front Meeting Room

REAR MEETING ROOM

The Rear Meeting Room is designed primarily (but not exclusively) for supervised children's activities and to serve as a Green Room for The Stage. It offers:

- Sink with hot and cold water
- Direct access to an enclosed terrace
- A/V links to The Stage by special arrangement

PARKING

There are loading bays to the front and side of The Hall.

We are adjacent to a Pay-and-Display car park run by Sevenoaks District Council but spaces cannot be reserved and we can offer no guarantee that spaces will be available. Extensive further parking is available in Westerham Town Car Park located on the A25 towards Sevenoaks. It is linked to Westerham Hall via a clearly signposted footpath approximately 300m distant.

DISABLED FACILITIES

- All areas of Westerham Hall are accessible by wheelchair with the current exception of the Stage itself
- The main doors have electronic opening that can be operated from a wheelchair
- Toilets for the disabled
- An induction loop is fitted in the Main Hall to aid the hard of hearing

LICENSE

The Hall is a licensed premises under the 2003 Licensing Act. Hirers wishing to sell alcohol solely for consumption on the premises to those aged 18 and over attending their event need to complete the relevant part of the booking form and pay the required fee. Please note the following:

Guests Under the Age of 16

- No one under the age of 16 may sell, purchase (for themselves or others) or consume any alcohol whatsoever. It is an offence for persons aged 18 and over to purchase alcohol knowing for consumption by anyone under 18.

Guests Aged 16 and 17

- Those aged 16 and 17 may not purchase alcohol for themselves or others
- However, if food is being served, they may be bought or served alcohol to drink with their meal. Please note: 'Food' in this context does mean a proper meal – a bag of crisps does not count
- They may serve or sell alcohol from a free or cash bar providing they are under constant adult supervision

Guests Aged 18 and Over

- All guests aged 18 and over are deemed adult

IMPORTANT: We are legally obliged to shut down immediately an event at which any of the above restrictions are flouted and to report the hirers to the Police – even if the hirer was unaware for whatever reason that under-age drinking was taking place. No refunds are payable in these circumstances.

PLEASE NOTE: Because of recent adverse experiences, we regret that we can no longer accept bookings for (birthday) parties for 16-21 year olds. Parties for under 16s must be under the **CONSTANT** supervision of parents/guardians.

