

Eastham Memorial Hall



Standard Opening Hours:
8.00 am till midnight seven days a week

Contents

Title	Page
Introduction	3
Making a Booking	4
Operating Standards	5 - 6
Health and Safety	7 - 9
Kitchen Facilities	10
Disabled Access	11
Location	12
Room Layout	13
Additional Information	14
Room Details	15 - 19

This Guide has been created by Eastham Memorial Hall Trust.
2021

Introduction

Eastham Memorial Hall is run by a registered charity. The Trustees are focused on providing a fantastic community facility for the benefit of the village, the surrounding parishes, for the public at large and for any “not for profit” organisation.

The Memorial Hall is a modern building and has extensive, flexible facilities and is an ideal venue for all sorts of gatherings and events large or small, such as wedding receptions, seminars, awards events, dinners, meetings, film nights, dances and parties. There are also many clubs and associations that use the hall as their regular venue.

At the heart of the facilities is the large hall and stage area which has a maximum capacity for 160 people standing. There is also a smaller hall/meeting room which has a maximum capacity for 60 people standing. Both halls can be served by the separate kitchen, bar room and toilets. There is a car park on site. All the facilities are on one level and are fully accessible to all. The hall is a professional, modern, well equipped and maintained environment, with free Wi-Fi broadband, good IT capabilities, projectors, screens, music amplifiers.

Attached to the village hall is the community garden with seating and lawned area. The bar has a serving hatch that opens directly onto this area.

The village of Eastham is conveniently located 5 miles from the town of Tenbury in the heart of the Teme Valley and in the district of Malvern Hills and easily accessible from the M5, Junctions 6.

The hall is available for hire 7 days a week, usually between the hours of 8:00 am to midnight. For any special requirements, the Hall Trustees would be only too happy to discuss your needs.

Making a Booking

Booking is really simple. You can make a booking by visiting our website www.easthammemorialhall.org.uk From the front page, click on the contact page. Here you will also find our full terms and conditions of hire, a hire agreement and hirecharges.

If you have enquiries about bookings, these can be made by contacting the Hall Manager via email at bookings@easthammemorialhall.org.uk

Please take note that at times the hall can get very busy and back to back bookings are not uncommon, So when making your booking, it is very important that your booking times include time for any setting up and clearing away before and after your event.

Please note that the names of the bookings are displayed on the Village Hall calendar on our website. We therefore advise caution when naming your bookings, particularly if these are of a confidential or sensitive nature

We reserve the right to alter, cancel or relocate any booking.

Please refer to our full terms and conditions of hire, along with the Hire Charges schedule and Hire Agreement, all of which can be found on the website.

Eastham Memorial Hall Operating Standards

To ensure that the Village Hall remains a high-quality facility that is pleasant for all to use we respectfully require you to adhere to the following arrangements:

- All hirers will be required to comply with the Standard Conditions of Hire, Hire Agreement and Hire Charges. There are links to these documents found on the website of the Memorial Hall.
- Please do not make bookings unless you are sure that the event will take place.
- If you have to make a cancellation, please inform us via email at bookings@easthammemorialhall.org.uk as far in advance as possible
- Smoking is not permitted anywhere inside the premises.
- Each hirer may be required to pay a refundable damage deposit as part of the conditions of hire. The hall will be inspected after every event, and the cost of any damage caused will be deducted from any refundable deposit.
- The hirer of the hall must provide a named person from the organisation/individual who will be responsible for the implementation of these standards and conditions of hire.
- The heating is electric and an adjustable thermostat is located in the main hall and should be reset to 17°C at the end of the hire period. (Excessive use of the heaters may incur an additional charge).
- The fuses board is in the Kitchen and fire alarm controls are in the Entrance foyer

Eastham Memorial Hall Operating Standards

- When setting out chairs and tables, care must be given to allow clear passage to the signed fire exits. Do not block exit between rooms. Note location of fire extinguishers, emergency exits and fire assembly points.
- Every attempt is made to keep the premises in a good state of cleanliness and the hirer is required to leave the hall as found. Bags of rubbish must be placed in the appropriate wheelie bin and all food waste removed from the premises unless agreed with the management, failure to do so will attract a charge for emptying the bin.

Arrival Check list

Turn on only those lights required.

There should be plenty of hot water however if additional is required press the boost button in the com's cupboard.

Open windows as required.

Keep all passageways to all exits free of obstacles.

Chairs and tables are in the double doored shed outside the Multipurpose room.

Departure Check List

Restack table and chairs in the store.

Close all windows and external doors.

If altered, heating temperature to be reset to 17°C.

Remove Heater card from Coms cupboard

Walk around the hall and toilets checking all lights are turned off and all windows are closed.

Remove all rubbish to the appropriate wheelie bins.

Confidential and food waste to be taken away with you.

Health and Safety

- The Memorial hall Trust operates an approach to health and safety that seeks to provide a safe and secure environment for all users.
- All statutory requirements for public health and safety are reviewed and implemented. Risk assessments, which address the normal use of the hall, are carried out and wherever practical potential hazards are reduced and if possible, eliminated.
- Hirers/user groups provide a key role in maintaining this safe environment by operating in a way that does not lower our health and safety standard.
- By signing the Hire Agreement, the hirer is then responsible for the health and safety of the group during their use of the hall and facilities.
- The hirer is responsible for calling the emergency services in the event of an emergency. There is no landline telephone on site, so the hirer should ensure the availability of a mobile phone to dial 999 or 112 to contact the emergency services.

Health and Safety

- No activities are allowed which involve danger to the public. No obvious fire hazards are allowed on the premises. No unauthorised heating appliances may be used. No hazardous substances shall be brought into or used in any part of the premises. No hazardous substances (as regulated by COSHH) to be used or stored in the hall. No highly flammable items should be brought into or around the building
- The hirer must report all accidents involving injury to the public to the Hall Manager at bookings@easthammemorialhall.org.uk, as soon as possible. Any failure of equipment belonging to the village hall or brought in by the hirer must also be reported as soon as possible.
- Users should acquaint themselves with all exits and these must be kept clear at all times so as not to impede emergency evacuation. All fire doors are marked as such and under no circumstances must they be wedged open. The hirer must check that all exits are unobstructed - this includes checking that emergency exits function as intended.
- In the event of a power failure, an emergency lighting supply is then automatically triggered to illuminate exit routes
- In the event of an outbreak of fire, however slight, the building must be evacuated immediately. Hirers are responsible for making visitors aware of the fire evacuation procedure which is displayed on the notice board in the Entrance Foyer.
- Safety equipment must not be tampered with. Any faults must be reported as soon as is practicable to the Hall Manager at bookings@easthammemorialhall.org.uk

Health and Safety

- The hirer must clear all liquid spills immediately, to avoid people slipping.
- A First Aid box is provided in the kitchen. Users are advised to consider and resolve their own First Aid requirements.
- Children must be always supervised. Care must be taken when using the stage as the sides are all open and this could cause possible falls.
- Do not climb on the tables and chairs.
- Care must be taken when erecting and dismantling the folding tables and moving furniture about the hall. All chairs and tables that have been taken out of the store shed must be put back as found and not left in the hall.
- Users are responsible for the safe operation of all equipment they bring to the hall. All electrical equipment must be used in a safe manner in accordance with electric regulations.
- Any questionable or defective electrics must be reported to the Hall Manager. Any user who requires the use of an extension lead must make sure they do not create trip hazards across pathways and open spaces.

Remember: On discovery of fire

- Operate the fire alarm
- Call the emergency services
- Only embark on tackling the fire, pending the arrival of the Fire Brigade, where there is **NO RISK** to the person

Kitchen Facilities

- The kitchen has modern facilities, comprising a fridge, 2 x 4 ring cooker hob, 2 ovens and a grill, 100 cup capacity hot water boiler for beverages; enough crockery and cutlery for 80 persons; hot and cold running water, along with considerable working and serving surfaces. The hall also has a hot plate, warming cupboard and chaffin dishes which can be set up in the multipurpose room and used as a servery.
- Any hire intending to provide catering should be aware of the need to satisfy food hygiene standards.
- When leaving, please ensure all food is removed from the fridge.
- Care must be taken when preparing and using boiling water and when handling hot utensils or appliances. The oven/hob should be always supervised when in use. It remains hot for some time after being turned off.
- Users must remove and/or dispose of all food at the end of their booking. Bags of rubbish must not be left in the hall but be placed in the wheelie bins outside; the hirer is responsible for removing off site, all excessive rubbish and food waste and no rubbish placed outside of the bins.
- The kitchen and utensils should be left in a hygienic and usable state for the next booking. If hirers find that the kitchen is in an unacceptable condition, this must be reported immediately to the Hall Manager. Whilst the Trust make every effort to maintain a high standard of cleanliness, cleaning is not possible for every booking due to the back-to-back nature of bookings during busy times of the week. Therefore, the Trust cannot be held responsible for the condition of the kitchen due to the activity of the previous booking.

Disabled Access

Access

Eastham Memorial Hall is compliant with disability access standards. When making a booking please consider any mobility or disability impairment of those attending the event. Please inform the Hall Manager of any access requirements you may have prior to booking, so suitable arrangements can be made.

Car Parking

Eastham Memorial Hall has a small car park on site, and all vehicles are left at the owner's risk.

Location

Eastham Memorial Hall is conveniently located just 6 miles from Tenbury Wells and 20 miles from Junction 6 of the M5

Additional Information

Medical Emergency

In the event of a medical emergency please contact the emergency services immediately. Note that there is no telephone on the premises. A first aid box is in the kitchen.

Lights

The main hall light switches for the fluorescent tubes are on the wall on the right as you enter the room.

The entrance Hall and External lighting are on a switch to the right as you enter the building.

Please make sure all lights are switched off when leaving the building.

The emergency exit lights are on constantly and give sufficient light when leaving the building along with the outside light between the front doors and Defibrillator which is on a PIR sensor.

Main Hall



Capacity	Up to 160 Standing 74 seated
Facilities	<p>Screen</p> <p>Laser Projector</p> <p>Power amplifier for music</p> <p>Ceiling speaker system</p> <p>Cordless Mic and PA system</p> <p>Conference equipment</p> <p>Mobile Stage (on request)</p> <p>Chairs and tables</p>
Disabled Access	Yes
WiFi Enabled	Yes Password on notice board

Multi Purpose Room



Location	Between Kitchen & main Hall
Capacity	Up to 30 standing, 12 seated
Facilities	Two doors into Main Hall Door into Kitchen and outside Smartboard
Disabled Access	Yes
WiFi Enabled	Yes Password on notice board

Bar



Location	Off foyer opposite the main hall
Capacity	up to 2 staff
Facilities	Hot water boiler Fridge & Freezer Hot & Cold-water sink Coffee Maker Waste bins

Kitchen



Location	Off Multi-Purpose room
Facilities	2 x Ovens 2 x 4 ring hob Dishwasher fridge 2 sinks Heated Trolley Chaffer Dishes Heated serving Plate Cutlery and place settings for up to 80 people
Disabled Access	Yes