

**The Chichester Hall  
Petworth Road**

**Witley  
Godalming  
GU8 5PL**

[www.thechichesterhall.org.uk](http://www.thechichesterhall.org.uk)

**email; thechichesterhall@gmail.com  
07956 617695**



## **Customer Information**

The Chichester Hall Management Committee has collated the following information to help you with your function.

Put the car park function sign outside the main gate early on the morning of the function – it's stored in the chair store or Lobby. If users of the Hall park elsewhere in the village, please could they be careful to respect entrances and ensure good visibility with safe parking. The verge opposite is used for parking but it is not the property of the Hall and therefore we cannot accept responsibility during its use.

If you have been given the key safe details you will find the safe by the back door.

The light switch box is just inside the back door. There are separate lights for the kitchen and chair store.

The Swallow Room has 2 toilets and can be set up as a bar/crèche/lounge area/coats etc. if you have booked the whole facility. Eg Wedding

The kitchen has plenty of china in the larder and under the counter cupboard. The hirer needs to provide glasses, cutlery, etc. There are limited catering facilities.

The urn will heat water, Tea and Coffee pots provided, large fridge. Please ensure PAT tested equipment if you bring in further fridges or indeed any other electrical equipment. Anything brought into the Hall would need to be insured by the hirer and the hirer would leave it unattended at own risk. **You may wish to bring a cake knife as this is not provided.**

The glass washer is fully functional, and has its own supply of wash liquid and rinse aid.

**Please only use for glasses.** Please bring tea towels, rubber gloves, washing up liquid and dish cloths. You will also need to provide black bin bags.

Notice Board with postcode for emergency and telephone numbers for committee, opposite the kitchen and in front foyer. The main fuse box/cupboard is by the disabled toilet.

Hall has globe lights in the ceiling which provide a more ambient light. They are switched on by a knob located on the right hand side of the stage. It is important to turn on the illuminated fire exit signs use the fishtail key when the hall is in use during darkness and please remember to turn them off again.

No naked flames/candles or fireworks please. Invalidates insurance and license.

Plugs by heaters and left hand side of stage for fairy lights etc. Heating is on a preset timer and will come on for your event but not for set up or tidy up.

There are hooks located at the top of the wall underneath the coving, which are useful for balloons, bunting drapes etc.

Please ask for heating at time of booking.

The steps leading to the stage, can be removed and safely stored on the stage if not required.

Please be careful when lifting as they are heavy.

Use handles and return to floor after use. Stage can be accessed at back which can be easier.

There is no access to the roof space.

Please be aware of emergency exits, do not block.

Disabled exit/entrance is just past the chair store.

There are 100 chairs, 15 large tables and 8 small available.

Chairs etc may be hired in, if collection is required on the Monday after your function please mention at the time of the booking as storage will depend on hall activities. You need to arrange for this collection and you or your representative will need to be present at the time of collection

Hall is licensed for 238 people but that's theatre style seating or standing.

Usually the Hall will seat 120 for a meal and leave a small space for a dance area.

**If you intend to sell alcohol at your function you will need a temporary event notice (TENs).**

These are restricted in number by law so you must make this clear at time of booking.

There are 3 ladies toilets in the foyer, gentlemen's toilets and a disabled toilet with baby changing. Please do not store items in the disabled toilet; this would be against the Disability Discrimination Act.

Would suggest that the back door is kept locked – we don't have problems but one should be wary these days.

There is an enclosed children's play park near the Hall owned by Witley Parish Council, suggest an adult accompanies the children.

The sun tracks across the building so photos are best taken by the tree on the green or under the clock.

The cricket club if playing have priority on the verandah until the match is over, they will vacate the verandah steps for 15 mins to allow a group photo during their break for tea. The cricket captain is responsible for this occurring if you would like it. Best discussed in advance.

A marquee can be used by the verandah (cricket permitting) or next to the verandah under the clock at any time.

The muster point in case of emergencies is under the tree not in the car park.

Please be mindful of noise for our neighbours, we are licensed until 11.30 pm for music with a 12 o'clock finish every day except Sunday when it is half an hour earlier.

We do not have a sound system or Wi-Fi facilities.

We do not have recycling facilities at the Chichester Hall, please put all rubbish into black plastic bags and leave in the large outdoor grey refuse bin with the lid closed.

The main front doors can be opened/closed from inside only, by moving the black bars up and down.

After your function the committee would be most grateful if you were to leave the Hall and kitchen in a clean and tidy state, chairs and tables to be stacked away in the chair store neatly and the hall swept, brooms are located in the louvered cupboard next to the kitchen in the passage way. Please ensure all doors are closed, veranda and front doors locked, lights are switched off and the key returned to the key safe.

The Chichester Hall Management Committee hope that you have enjoyed your time at the Hall and would be grateful for your feedback (form attached).

## The Chichester Hall Hirer Feedback Form

Please tick the relevant box

|  | Excellent | Good | Fair | Poor |
|--|-----------|------|------|------|
| Website  |           |      |      |      |
| Hirer Information  |           |      |      |      |
| Booking process  |           |      |      |      |
| Cleanliness  |           |      |      |      |
| Value for Money  |           |      |      |      |
| Condition of Hall  |           |      |      |      |
| Hall facilities  |           |      |      |      |
| If you could change anything what would that be?   |           |      |      |      |
| Would you recommend us to others?  |           |      |      |      |
| Any other comments – we would be particularly interested in what you liked about The Chichester Hall and where you think we could make improvements. |           |      |      |      |