

**The Chichester Hall  
Petworth Road**

**Witley  
GU8 5PL**

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

**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.

You can park on the verge opposite, with care.

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 glasswasher is fast, fully functional and has its own supply of liquid and rinse aid catering for glasses and lightly soiled cups, plates etc, baskets are provided. Please bring tea towels and rubber gloves. You will 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 electric fuse box is here also.

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.

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.

Please ask for heating at time of booking.

Steps for stage are stored on stage but please be very careful when lifting as they are heavy. Use handles and return to stage 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.  
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 neighbors, 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 stored 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 and locked including the veranda doors.

The Chichester Hall Management Committee hopes 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.				