

TEIGN VALLEY COMMUNITY HALL FACILITIES

Room	Description	Equipment / facilities	Capacity		
			Standing	Seated	Seated at tables
Main hall	<p>Multi-purpose space approximately 16m x 17m with adjacent stage area suitable for sports, events, functions, performances and large gatherings.</p> <p>Kitchen adjacent with serving hatch into hall.</p> <p>Floor is marked out for badminton (2 courts), basketball and five-a-side football. Doors opening direct onto recreation field along one wall.</p> <p>Level access from main entrance and to toilets.</p>	<p>Stage area approximately 6m x 6m with side wings, black drapes, full front curtain, lighting bars and controls.</p> <p>Hearing induction loop.</p> <p>Folding tables and upholstered chairs.</p> <p>Stage blocks.</p> <p>Temporary bar blocks.</p> <p>Stage lighting rig (can be used for party lighting by arrangement – 2 weeks notice needed, £50 additional charge).</p> <p>CD player and amplifier, wall mounted speakers.</p> <p>Electric piano by arrangement - 2 weeks notice needed.</p> <p>Mobile, concertina display screens x7</p> <p>PA system by arrangement - 2 weeks notice needed</p> <p>4m drop-down projection screen at front of stage opening, projector and surround-sound speakers by arrangement - 2 weeks notice needed</p>	500	250 in rows	120 – 150 Depending on layout
Bowden room	<p>Large and pleasantly decorated meeting room approximately 6m x 10m suitable for meetings, clubs, smaller exercise classes and social gatherings of all kinds.</p>	<p>Kitchen adjacent with serving hatch.</p> <p>Level access from main entrance and to toilets.</p> <p>Hearing induction loop</p> <p>Drop-down projection screen</p> <p>Wall mounted TV/monitor</p> <p>Projector and video-conference 'Meeting Owl'</p>	60	48 in rows	24

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		by arrangement - 2 weeks notice needed			
		Folding tables and 18 armchairs			
Kitchen	<p>Fully fitted and equipped kitchen approximately 4m x 5m including fitted units</p> <p>Serving hatches to main hall and Bowden room</p> <p>Adjacent to rear entrance, service corridor and staff toilet</p> <p>Suitable for small scale food preparation or finishing and serving for larger numbers.</p>	<p>Worksurfaces and steel island unit</p> <p>Microwave oven</p> <p>5 ring halogen hob with extractor hood</p> <p>Dual-oven range-style electric cooker with electric grill and metal baking trays, grill pan etc</p> <p>Commercial dishwasher (2 minute wash cycle)</p> <p>Double sink and drainers; separate chef's handwash basin</p> <p>Large fridge</p> <p>Small (worktop style) freezer</p> <p>Wall mounted boiler and 2 electric kettles</p> <p>120 place setting dinner service (plates, bowls, cups and saucers) and 120 place setting cutlery sets</p> <p>Cooking utensils and pans, toaster, water jugs, teapots, cruet sets, trays etc</p> <p>x2 heated hostess trolleys available by arrangement - 2 weeks notice needed</p>			
<p>Toilets</p> <p>All facilities have level access from the main hall, kitchen and Bowden room.</p> <p>Women's toilets with four WC cubicles, men's toilets with four urinals and two cubicles</p> <p>Accessible WC with space for changing and baby change table</p> <p>Staff WC to rear of kitchen / stage area</p> <p>The men's and women's changing rooms and showers are currently out of use but please ask if you need changing facilities - 2 weeks notice needed.</p> <p>There are additional public toilets in the main car park</p>					

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Furniture

x24 large (6 - 8 seater) folding tables 180cm x 70 cm on wheeled storage trolleys

x14 small (2 - 4 seater) folding tables 90cm x 70cm

x250 upholstered, stacking banquet chairs and x2 chair trolleys

x18 upholstered stacking armchairs (Bowden room)

x2 four seater sofas and coffee table (foyer)

Temporary bar blocks

x10 wooden stage blocks

x28 Stage Systems 75cm square modular stage units plus 2 step units

Wifi and mobile phone signal

Free, open access wifi is available throughout the hall. You can use this for wifi calling from a smartphone, including for emergency calls.

Phone signals are very patchy in the valley but you may get an EE mobile phone signal in the service corridor behind the kitchen.

Access and parking

30 space, free public car park next to the recreation field.

10 spaces (including 2 disabled) to the side of the hall.

Coaches by arrangement. Overflow car parking in the field by arrangement with the parish council (see 'Recreation Field' below).

Access from the car park and through the main entrance is step-free and level from the adjacent disabled parking bays. There is separate side access to the kitchen for caterers and through double doors to the stage area for entertainers or larger items of equipment. Three set of double fire doors open onto the recreation field and there is a further entrance from the recreation field into the side corridor for access to the main hall, changing rooms and toilets.

Support and cleaning

The Hall does not employ any staff but is entirely run by volunteers who are not there to do your cleaning etc for you and will not be on site during your booking. Hirers set up, use and pack away the hall on a self-serve basis. If you will need help with any of the equipment you must let us know at least 2 weeks in advance so we can ask one of our volunteers to be there when you arrive. There is a downloadable Quick Guide for Hall Users at www.teignvalley.org/tvch

The hall is professionally cleaned once a week. You are responsible for leaving all areas including the kitchen and toilets in a decent state for the next users (e.g. a yoga class with bare feet and mats on the floor). Cleaning equipment is provided. If your event is for a large number of people or involves a messy activity (children's party!) you will be asked to pay for an additional, professional clean when you make your booking.

You must take all rubbish away with you and replace the black bin liners in the bins you've used.

Recreation field

The Teign Valley Community Hall does not own or have responsibility for the recreation field. If you wish to use any part of the recreation field adjacent to the hall please contact the Christow Parish Council Clerk, Carol Retallick: clerk@christowparishcouncil.gov.uk well in advance to make separate arrangements.