

BEACON HILL SPORTS ASSOCIATION

HIRE OF WICKHAM BISHOPS VILLAGE HALL – USEFUL INFORMATION

PLEASE TAKE THIS INFORMATION SHEET WITH YOU TO YOUR EVENT

1. The address of the Hall is Church Road, Wickham Bishops, Witham, Essex CM8 3JZ.
2. There is a telephone on the wall in the foyer; this phone will only receive incoming calls but can be used for 999 outgoing calls. The number is 01621 892991.
3. The light switch for the hall lights can be found on the wall just inside the door to the main hall, on the right-hand side. Press once to turn on or off, press and hold to dim or brighten the lights.
4. If there is a failure of mains lighting, please call 07421 730275. If it lasts more than 30 minutes, the premises must be vacated.
5. The Main Hall is heated by underfloor heating, which is automatic. Heating in the Small Hall and Conference Room is by radiators. The heating and air conditioning are set automatically and cannot be altered by hirers.
6. Switches for the window blinds are on the left-hand side of the stage.
7. The re-set button (red) - if the noise-limiter reacts to excessive noise – is on the panel over the doors at the rear of the hall; push this button to restore power to the sockets, which may take up to five minutes.
8. Cleaning materials and implements can be found through the door closest to the stage on the left when facing the stage.
9. Instructions for using the dishwasher are attached to the wall in the kitchen above the appliance. Please read these carefully before using the machine. Note the instructions on the work top for draining down after use.
10. The refuse cupboard containing three wheelie bins for the black sacks is located near the entrance to the Social Club towards the rear of the Hall. A sensor light will come on when the door is opened.
11. In the event of a fire alarm, you must evacuate the premises, the Assembly Point is in the top car park that runs alongside Church Road, marked by a green and white sign. You must not re-enter the building until authorised to do so.
12. Emergency numbers:
 - Booking Clerk: 07543 033783
 - Facilities Manager: 07421 730275

Last updated 2 Oct 2023