

# Welcome!



Thank you for choosing to use our location for your event.

Whether you are a regular user or are hiring the hall for the first time, we want you to find everything you need to make your time here enjoyable.

We are lucky to have a number of regular users as well as parties and other events so that the hall is well used and we are able to invest the proceeds from the hire of the hall into refurbishing and upgrading the facilities year on year.

We are at the centre of the village both geographically and figuratively, and we would ask that you and your guests are sensitive and respect our neighbours especially at night.

If you enjoy our facilities please tell other people, if you find anything wrong – please tell us!

Thank you,

*Andy Thompson*

Chairman

Abbotts Ann War Memorial Hall Management Committee

Registered Charity 301179

## The Location

The War Memorial Hall  
Duck Street  
Abbotts Ann  
Andover  
SP11 7AZ

## If you notice anything hazardous or broken

We try to keep the hall in good condition, however sometimes through wear and tear or accidents, equipment is damaged. If you notice anything please let us know. There is an incident book in the kitchen just to the side of the main fridge, our caretaker regularly checks and fixes anything noted by our users.

If you notice anything seriously wrong or hazardous, please notify our bookings manager immediately on 07732 083370!

## Directions



From Andover: From Asda and the Cinema drive towards the traffic lights and turn left by The Station public house. Drive up the hill and take the left fork at the roundabout. Continue straight on over 3 roundabouts and take the first exit (road exit) past the garden centre. Immediately turn right into Cattle Lane. After about half a mile, take the second left across the little bridge into Abbotts Ann. The War Memorial Hall is about 200 yds. /metres on the left.

From London: Take the M3 to junction 7 and take the A303. After approximately 16 miles take the A343 towards Salisbury.

After 100 yds. /metres cross the roundabout and immediately turn right into Cattle Lane. After about half a mile, take the second left across the little bridge into Abbots Ann. The War Memorial Hall is about 200 yds. /metres on the left.

From Winchester or Newbury: Take the A34 until the junction with the A303 then take the A303 towards Andover. Follow the directions as for London above.

From the West: Take the A303 east towards Andover. Turn off at the A343 towards Salisbury. Follow the directions as for London above.

From Salisbury: Take the A343 Andover Road after approximately 6 miles having passed Abbots Ann Down, turn left just past the bus stop into Abbots Ann. Travelling through the village passed The Eagle public house, the War Memorial Hall is 50 yds./metres on the right hand side.

## Phone Numbers

Bookings Manager: Aly Godman 07732 083370

Caretaker: *position vacant*

Email: [thewarmemorialhall@gmail.com](mailto:thewarmemorialhall@gmail.com)

### Key Committee Members:

Chairman: Andy Thompson (01264) 710356

Treasurer: Philippa Law (01264) 710096

Secretary: Graham Stallard (01264) 710616

Facilities Manager: Mark Stevens (01264) 710908



## How to Book

Anyone is welcome to book and use the WMH.

We operate a simple 'first come first served' booking system online through the Village website

<https://www.abbottsann.com>

**Amenities & Services  
Village Hall  
On-Line Hall Booking System**

or personally through our bookings manager who can be contacted on:

**07732 083370**

[thewarmemorialhall@gmail.com](mailto:thewarmemorialhall@gmail.com)

The whole hall or Jubilee Room can be booked separately. Our bookings manager will be able to help you make the right decision.

### Abbots Ann Village Hall & Meeting Room Booking System

You can view the availability of the village hall and make a booking on-line from here  
Please Select Hall or Meeting Room to be booked and the associated calendar will appear  
If you need both the Hall and the Jubilee Room for the SAME event, then you MUST make two separate bookings  
Booking the Main Hall does NOT automatically provide you with access to the Jubilee room and vice-versa

Abbots Ann Main Village Hall

June 2018							July 2018						
MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU
4	5	6	7	8	9	10	11	12	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	28	29	30	31

Legend: Available (white), Booked (orange), Pending (pending acceptance) (grey), Partly booked (light blue)

Select the date you want in the calendar above  
When you hover over a date with the mouse any already booked times will be displayed

**The premises are open 8:00 to 00:00 and licensed for many activities from 10:00 to 00:00 including indoor sporting events, live music, recorded music, plays, exhibition of films, boxing and wrestling...**

We have a licence for the sale of alcohol on the premises. To take advantage of this you must be trained by a committee member or the bookings manager and sign our Designated Premises Supervisor (DPS) waiver. This takes approximately 20 -30 minutes to complete and can be organised through our bookings manager.

In some circumstances you may instead apply for a Temporary Events Notice (TENs) from the local council instead. More information is on the village website -

<https://www.abbottsann.com>

## Hire Fees

*Type of User*                      *Main Hall and/or  
Jubilee Room*

Village Resident	£9.50 per hour
General Public	£16.00 per hour



The admin cost of a sale of alcohol DPS Waiver is £13.00.

Please remember if you are operating a 'bring your own' or 'alcohol supplied for free' private event, you do not need a licence.

## Health and Safety

### Number of people attending your event

We have a fire safety limit of 88 seated in the hall and 168 standing / dancing for events hiring the Main Hall and Jubilee Room. The hall can comfortably seat 70 if people require the use of the large tables.



## IN CASE OF AN EMERGENCY DIAL 999

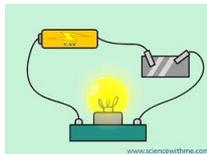
Unfortunately we no longer have a working public phone box outside the village hall. Please ensure someone in your party has access to a mobile phone.

Please familiarise yourself with the location of fire exits and ensure they are not obstructed and open easily.

These are located at:

- The main entrance to the hall
- Main hall exit to the left of the main entrance near the stage
- Through the door on the right of the hall and through the Jubilee Room to the rear hall
- From the stage the nearest exit is through the rear stage door and immediately left

## Facilities



### Lighting Main Hall

There are main lights that can be separately turned on back and front. The switch is located by the main entrance and also on the stage at the front of the stage on left hand side (looking from the entrance door).

There are uplighters – especially useful for parties that can be turned on using the switch above the main lights. Again, these can also be controlled from the stage.

### Stage

There are two spotlights that are directed at the stage. These are controlled from the stage switches.

There are two banks of stage lighting – again controlled from the stage switches labelled “Front” and “Back”.

Please do not attempt to get the stage theatre lights working – these are the property of the Abbotts Ann Players and need their express permission to be used.

Switches for the other areas of the building are simpler to identify.

### Heating

The boiler for heating is located in the kitchen. The control has a small instruction picture in the pull down cover. A standard pattern for turning the heating on and off has been programmed. Heating can be over-riden for customer comfort from the wireless controller located in the main hall on the shelf on the right hand wall (looking from the entrance door) with an instruction card.

### Tables & Chairs

There are different sized tables and 74 folding chairs stored in the store cupboard which is the second door on the right in the main hall when looking at the stage. The chairs are stored on four moveable trolleys with 18 chairs per trolley. If you use the table and chairs we ask that you put them away back in the store cupboard as you found them.

### Sound System

We have an amplifier which you can plug your mobile phone into to play music and a hand held radio microphone that can be used for your event. You need to ask separately for the key from the bookings manager. Instructions for the use of the equipment are provided in the cabinet.

### Toilets

We have men’s and ladies’ toilets and a disabled toilet. There are baby changing tables in the disabled toilet and the men’s toilets. There is also a cloakroom for hanging coats outside the toilet area.

### Kitchen

You are free to use the kitchen for your event. We have two ovens with hobs, a large fridge, microwave, and dishwasher. We do not provide any food or drink such as tea, milk, wine etc. If you see any in the kitchen it probably belongs to one of our regular users. Please do NOT help yourself.

### Urn

Little Urn, as we call it, takes around 20 minutes to boil a full tank of water which full operational instructions are on the wall. Alternatively there are kettles also provided.

### **Plates, cups & saucers, bowls, glasses etc.**

There are around 65 place settings of knife, fork and spoon in the blue holders in the centre island and crockery, cups & saucers and glasses are in the cupboards.

### **Washing-up and cleaning**

Dustpan and brushes, and floor brushes are provided to help you clear away. Please do not use anything but water on the wooden hall if you have to clean up a spillage. Please do not leave any chairs or tables in the hall, put them back in the storage cupboard.

There is a commercial dishwasher which has its washing liquid plumbed into it and full user instructions on the wall and on the dishwasher.

Kindly leave the kitchen, toilets and hall as you'd like to find it.

Please ensure all lights are off and doors and windows are secured.

Thank you.

