

## **Sutton Poyntz Mission Hall Information Sheet.**

**Address:-** Mission Hall Lane, Sutton Poyntz, Weymouth DT3 6LY. [missionhall@suttonpoyntz.org.uk](mailto:missionhall@suttonpoyntz.org.uk)

**Bookings:-** Maureen Morris 01305 835533.

**Charges:-** £10 an hour ( March 2025 to 2026 )

**Location:-** The late 19th century, brick built hall is in the centre of the village in a narrow lane. There is a courtyard in front of the main door and an orchard garden behind both of which can be used for activities.

**Parking:-** Parking in front of the Hall's entrance is for unloading/loading only. The Hirer must ensure proper parking supervision so as not to cause an obstruction. There is no parking adjacent to the Hall on Mission Hall Lane due to the narrow road, although set-down and pick-up are allowed. There is free parking nearby around the village.

### **Facilities:-**

- One large, rectangular room with a high-arched ceiling and a maximum capacity of 60 people. There is level access throughout and double doors which allow wheelchair or pushchair access. The ceiling has acoustic panels added to improve the sound. There is a small, low raised area one end.
- A well stocked kitchen is next to the hall. It has a large serving hatch on one hall wall. There is a sink with draining boards and a small hand basin, both with hot and cold water. The hot water switch is under the sink. There is a large range style cooker with electric hob and two ovens. There are facilities for making coffee and tea. The drinking water heater is to the right of the serving hatch. There is a fridge, a microwave and a dishwasher. There are enough plates, glasses, cutlery cups and saucers to cater for 60 people. There are tea towels and towels.
- Outdoor catering can be done in the courtyard and the orchard garden. Gazebos stored under the stage. The garden is a flat, grassed area of approximately 16 metres square with an apple tree in the middle. N.B. Disabled access to the garden is possible but has a short, narrow, sloping path.
- There are 2 WCs, one of which has easy access for wheelchairs.
- The hall has overhead heaters and dimmable lights. A colour effects lighting bar is stored under the stage.
- There are 60 fabric chairs, 12 plastic chairs, 9 large trestle tables 76cm x 181cm and 8 small ones 76cm x 91.5cm plus 2 trolleys to hold tables safely.
- The Sound System has 4 wall speakers, an amplifier with Bluetooth, SD card, USB, FM microphone & external device input plus a remote control. There are 2 wireless microphones plus 1 microphone which plugs into the amplifier and a stand stored under the stage. Instructions for the use of these items are with them on their shelf.

### **Emergency information:-**

- There is a First Aid Kit, an Accident / Minor Injury book, a fire blanket & fire extinguisher in the kitchen.
- There are two Fire Extinguishers in the hall. Fire exits are labelled.
- The village Defibrillator is situated at The Springhead Inn, a short walk to the left out of the Mission Hall front door. (DT3 6LW or What 3 Words [cactus.voltages.daunting](http://cactus.voltages.daunting))
- There is no public telephone box in the village so in an emergency a mobile phone will be needed to call 999. For non emergency situations ring 101.
- In the event of a fire, the person in charge will:- instruct people to leave the building and assemble on the gravel area outside the hall or further away if safer; call the Fire Brigade on 999, giving the address and Grid Reference 370 580 metres East / 083 880 metres North; ensure nobody re-enters the hall; report to the Fire Officers on their arrival if all persons are safe and accounted for; only attempt to extinguish the fire if it is considered safe to do so.

**Users** - The Mission Hall is used regularly by a variety of local organisations. It is also used for exhibitions, performances, entertainment events and village celebrations. See the DIARY and EVENTS pages at [suttonpoyntz.org.uk](http://suttonpoyntz.org.uk) for regular bookings and events. Private hirers are welcome to book the hall for their personal celebrations or events.

The **Conditions of Hire** are posted in the Hall's Display unit and on the Mission Hall page at [suttonpoyntz.org.uk](http://suttonpoyntz.org.uk)

**Charitable status** - Sutton Poyntz Mission Hall Management Trust. Charity Number 1079729. The Hall is owned by Salisbury Diocese and leased to the village. The Trust acts as lease-holder and manages the building. The Trust holds an AGM to elect a Chair, Secretary, Treasurer, and village representatives. Other representatives to the Trust are appointed by the main user organisations. The hall is insured for Public Liability.

**March 24th 2025**