



# Kings Weald Community Centre

## Venue Hire

# Hirer's checklist



Before you book your room, there are a few things to consider:

## Equipment & Facilities

**What equipment or facilities do you need use of?** For example, you may need tables and chairs for guests, or a projector to hold a meeting.

At some centres we may be able to suggest catering for events, or the use of a kitchen to do your own catering.



## Guest numbers

### How many people will be attending?

Our rooms vary in size so you need to ensure that the space is big enough for the number of people you anticipate will attend.

We can give you a guide on the seated and standing capacity for our rooms.



## Emergency contact

We will provide you with a key contact for your venue including emergency contact if out of hours hire.

You will need to provide us with the details of your key nominated person.

## Accessibility

AUKWSBH is striving to make all of their centres as accessible as possible but unfortunately due to the age and configuration of some of our buildings, some are still not fully accessible.

Please make sure you speak to us about your requirements and double check the specific details about the venue you are hoping to hire.



## Timings

### How long will your event last?

This is helpful for you to work out how much the hire of the room will cost. We charge for hire per hour. Don't forget to add any time for setting up or clearing away.

We also offer long term rental agreements for office space.

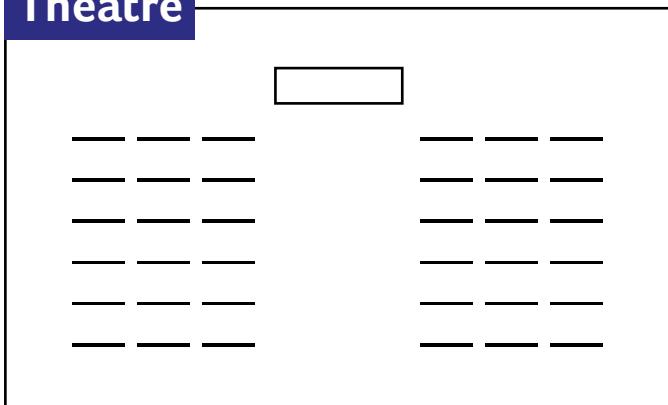
# Room layout options

A number of room layouts are possible in our rooms – theatre, boardroom, classroom, u-shaped and cabaret etc.

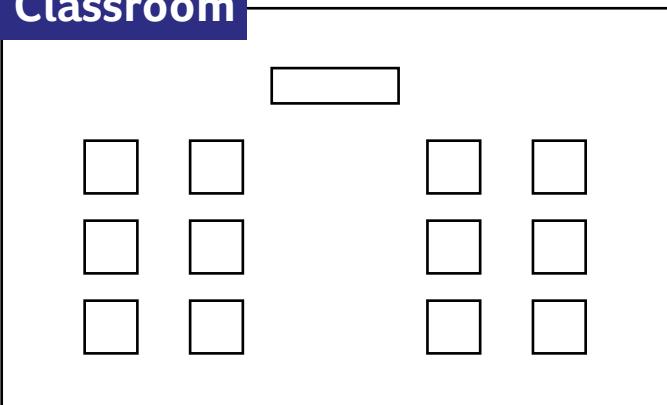
The diagrams below area guide to each layout style.

Ask for the layout which is best for your event—or ask us for a layout which meets your own specific needs.

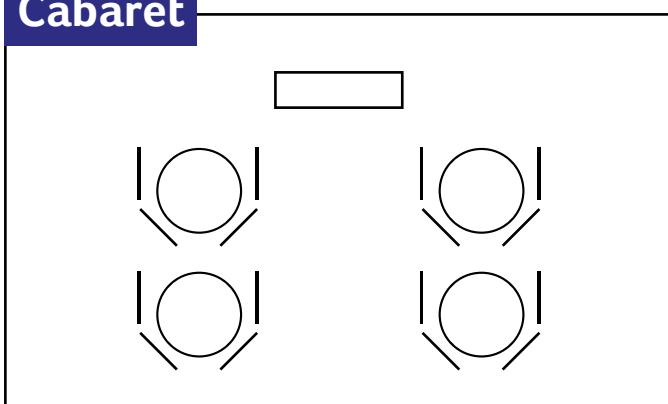
**Theatre**



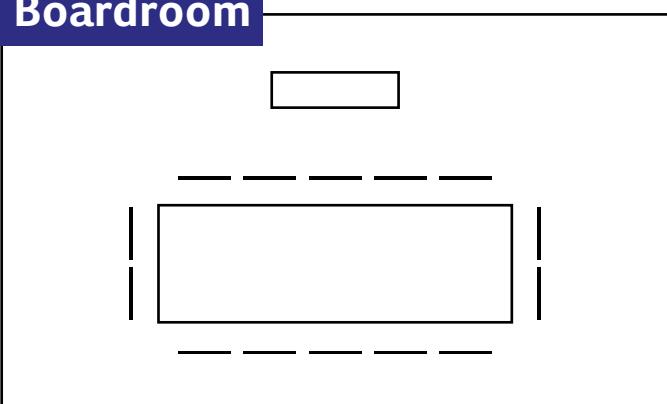
**Classroom**



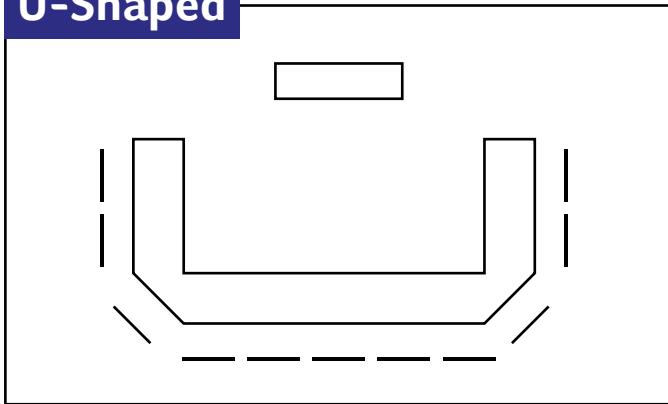
**Cabaret**



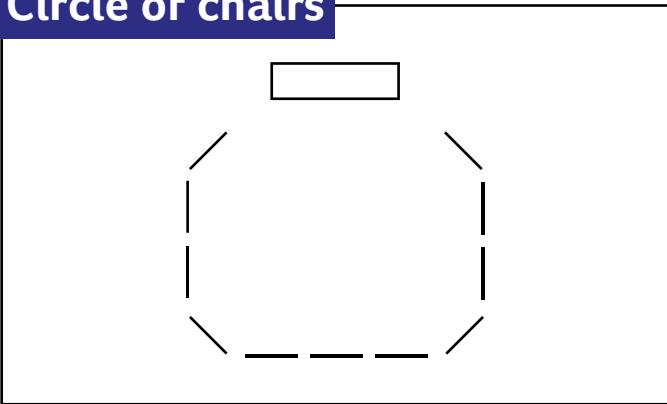
**Boardroom**



**U-Shaped**



**Circle of chairs**





# Kings Weald Community Centre Burgess Hill

The Kings Weald Community Centre is a specially created space with a public café and a range of rooms available for parties, activities and meetings.

The Kings Weald Community Centre is a short 20 minutes walk from Burgess Hill train station and has many bus links to the area. There is free car parking available, and the building is wheelchair accessible.

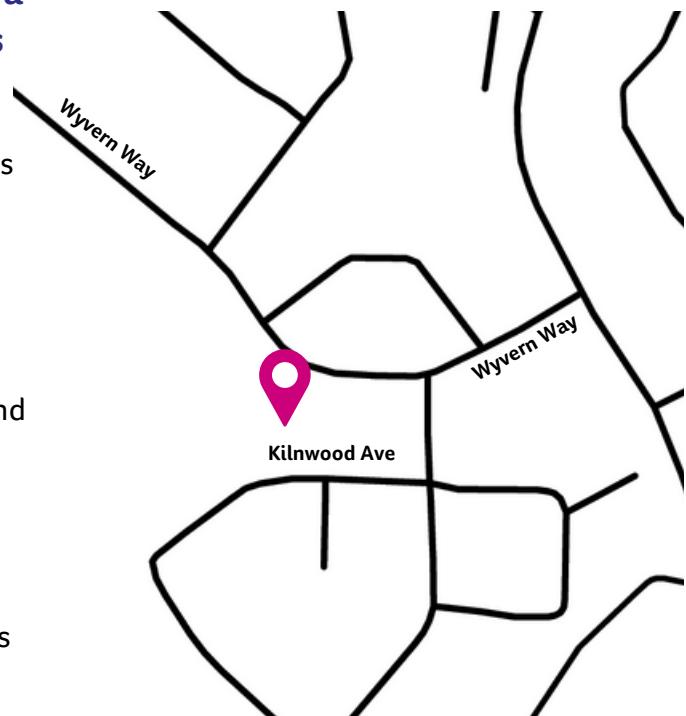
If required, there is a supermarket nearby.

The building is light and airy, and is set over two floors and features a mezzanine.

On the ground floor, there is a reception and café with a book area and interactive smart TV. Also on the ground floor is the dynamic sports hall, the activity room, and public seating space with a piano. There are double doors which lead to a stepped terrace and large green public space.

The second floor has a board room and studio – with a secondary public lounge and balcony overlooking the green space.

All the rooms have optional tables and chairs available.



## How to find us

Address: 124 Wyvern Way, Burgess Hill,  
RH15 0GB





**Kings Weald Community Centre, Burgess Hill**

## **Sports Hall**

**8.7m x 6.55m  
(178m<sup>2</sup>)**

Our bright and airy sports hall is the perfect space for your parties, events, dance classes, kids celebrations, concerts and seminars.

It features dynamic sports flooring and is large enough to fit a bouncy castle or two!

It has a seated capacity of 130 seated, or 32 for a fitness classes. The hire rates also include staffing and cleaning.



**Toilets on both levels including disabled toilets**



**WiFi**



**Water dispenser on both floors**

*The area outside the Hall makes for a wonderful entrance for your event.*



**Kings Weald Community Centre, Burgess Hill**

## Activity Room

17.8mx10m  
(56.9m<sup>2</sup>)

This spacious room is suitable for a variety of uses such as exercise, nurseries or messy activity classes for 30-35 people.

It is situated on the ground floor with access to toilets. There is an additional sink and basic kitchen facilities within the room. The hire rates also include staffing and cleaning.



**Toilets on both levels including disabled toilets**



**WiFi**



**Basic kitchen facilities within room**

*The area outside the Hall makes for a wonderful entrance for your event.*



**Kings Weald Community Centre, Burgess Hill**

## Studio

10mx7.5m  
(178m<sup>2</sup>)

The studio is a large, bright and airy room suitable for events and fitness classes for 30-35 people.

It is on the second floor of the building with access via a lift. The hire rates also include staffing and cleaning.



**Toilets on both levels including disabled toilets**



**Wheelchair accessible at entrance and throughout building**



**Water dispenser on both floors**



**WiFi**



**Looking for somewhere to gather, celebrate, or host your next event?**

Our flexible rooms are perfect for fitness classes, hobby groups, meetings, or children's parties.

Visit our website today : [www.ageukwsbh.org.uk](http://www.ageukwsbh.org.uk)

Telephone: **01444 220 171**

Email address: **kings.weald@ageukwsbh.org.uk**

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**Venue Hire**