

## St Mary Magdalen Church Hall

St Mary Magdalen Church hall is located in Highfield Approach, Ipswich (///hurt.unions.begun). Subject to availability, it can be booked for private hire by clubs and organisations seeking a venue for one-off or regular meetings and also for individuals for private functions. It offers its own private car park equipped with security lighting. All enquiries regarding bookings and availability should be directed to the hall manager, Linis Dolby, who can be contacted via [hallbookings@marymagdalens.org](mailto:hallbookings@marymagdalens.org)

There is a standalone public address system with loud speakers available which can be hired at additional cost if required.

Fire regulations determine that the building has a maximum occupancy of 80 persons which must not under any circumstances be exceeded.

The electrical installation is routinely tested at 5 year intervals and was inspected, fully tested and certified in January 2022. In 2023 the hall roof was replaced and new roof insulation installed. Also in 2023, the internal lighting was upgraded with high efficiency LED panels installed. In 2024 the hall windows were replaced with double glazed uPVC units.

There is a free wi-fi service available in the hall for the use of individuals or groups hiring the hall.

The building is equipped with a fire alarm system, and there are fire extinguishers at all exit doors and a fire blanket in the kitchen. The whole building is a no-smoking area.

See outline floor plan below. The main entrance is sheltered by a porch roof and leads to the entrance foyer which is fitted with *anti-bac* hand gel dispensers. Off the foyer there are male and female toilets, the kitchen and a cloak room/storage area, which is not normally accessible to people hiring the hall.



Adjacent to the entrance door is the locked electrical cupboard, access to which is restricted.



The kitchen is equipped with refrigerator, cooker, microwave oven, kettles and sink with hot and cold water supplies. It is fitted with a heat detector connected to the fire alarm system, an extractor fan and has a fire blanket. There is a serving hatch which opens to the main hall.

There is a selection of crockery and cutlery.

The main hall is a single open space 13.8 metres long and 9.7 metres wide (133.86 square meters) with wooden floor of oak blocks. There is a stage area 4 x 6 metres with storage areas under. The left hand under-stage storage cupboard contains tables and chairs which can be used by those hiring the hall. Access to the right hand under-stage storage area is restricted.

There are 6 tables and 20 chairs stored in the under-stage storage space. These are available for use during the hire session but must be returned to the storage area and stacked neatly at the end of the session. More tables and chairs may be available by prior arrangement when a booking is made.

There is gas-fired space heating, LED panel lighting and dimmable spot lighting for functions requiring a more relaxed level of light. The hall is also equipped with extractor fans in each corner.

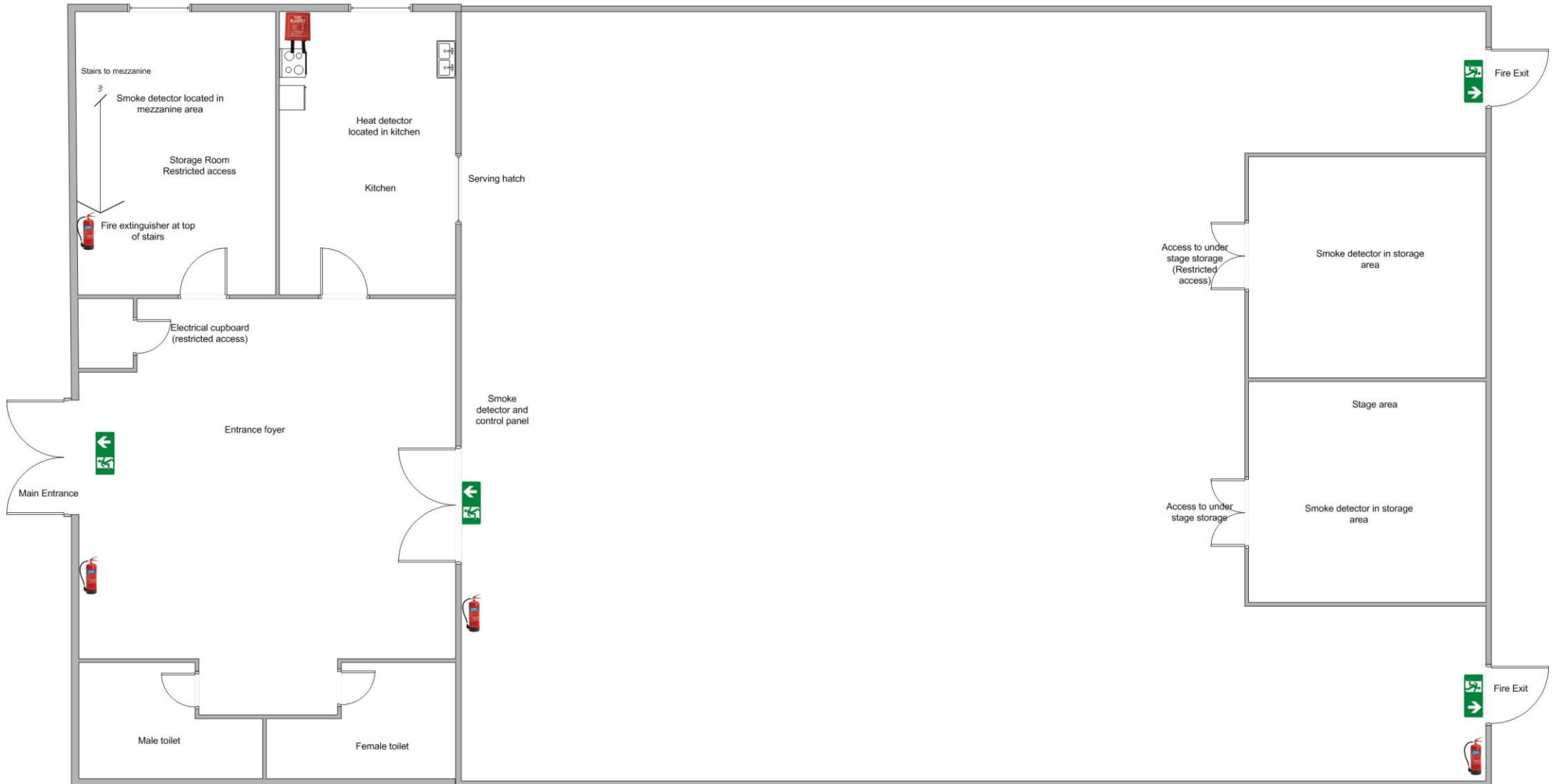
There are two emergency exits at the rear of the hall, one either side of the stage, which led out to the car park. Access to these emergency exits must be kept clear and unimpeded at all times.

Decorations for functions are permitted but only *low-tac* tape or Blu-tac may be used to fix items to walls and ceilings. Any such fixing materials must be cleanly removed after use.



**Please note:** *There are no local council waste bins at the property. It is therefore a condition of hire of the hall that all rubbish is removed from the building at the end of each hire session.*

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Highfield Approach, Ipswich



Outline floor plan – not to scale