



WICKHAMBROOK MEMORIAL SOCIAL CENTRE

Quick Guide

EVERYTHING YOU NEED TO KNOW ABOUT
WICKHAMBROOK MSC AND THE ROOMS
AND FACILITIES WE OFFER

Wickhambrook MSC Booking Manager
Bookings.msc@wickhambrook.org

WICKHAMBROOK MEMORIAL SOCIAL CENTRE – QUICK GUIDE

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Introduction

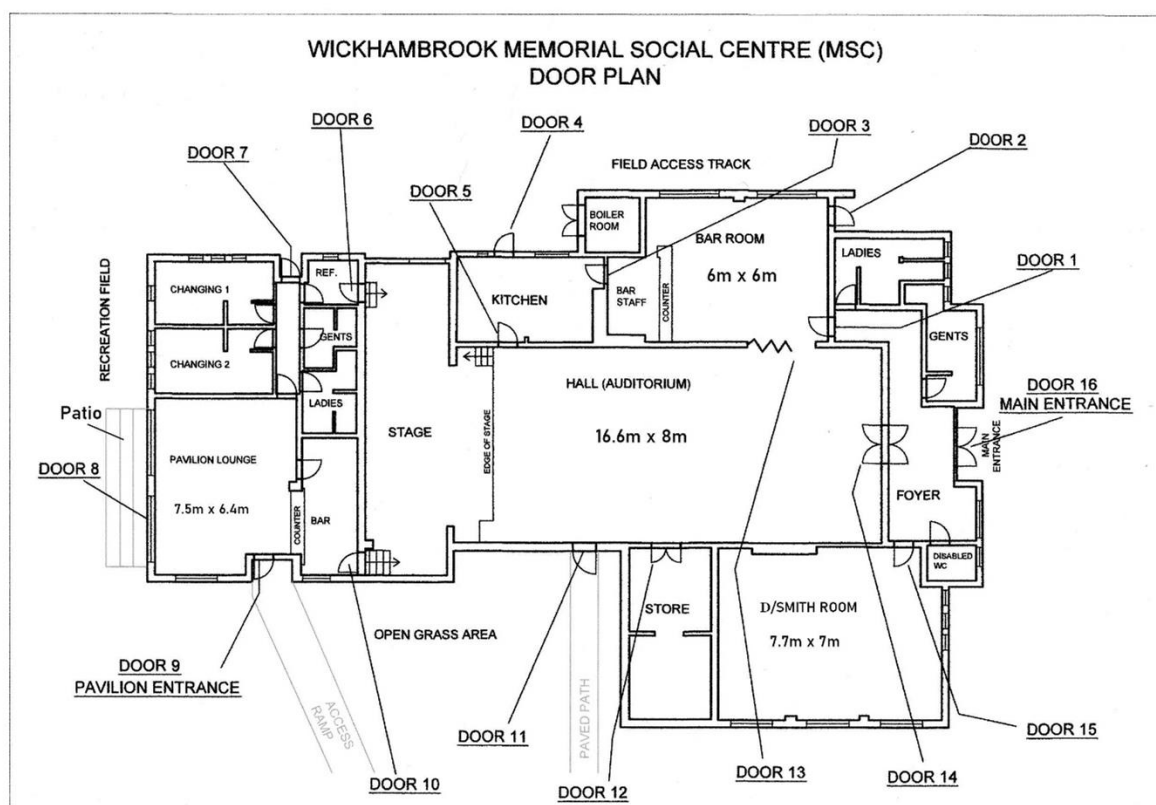
Wickhambrook Memorial Social Centre is situated at the heart of the village and has for many years been a hub for numerous village activities, clubs, parties, markets, training to name just a few.

There are three main areas of the Memorial Social Centre (MSC), which gives our hirers a real choice to choose a venue which suits their needs; **The Hall** itself which includes kitchen and hospitality/bar area, **The Dulcie Smith** room which is also situated in the main building providing AV/WiFi and **the Pavilion** which is a later addition to the hall with a separate entrance and includes facilities which can be used for sporting events and other smaller social events/meetings

Adjacent to the MSC are the grounds which are entailed to it which are a wonderful recreation area. By arrangement we are also happy to discuss erecting gazebos/marquees/bouncy castles as part of the main booking if weather and other conditions are suitable.

Hall Dimensions

The hall is an extensive structure, if you want to get an overall picture of the layout take a look at the guide diagram below which includes approximate dimensions, please confirm with the hall if you require exact dimensions for any areas.



We are very lucky to have this marvellous building in the village and this document is aimed to answer many common questions from prospective hirers.

Main Hall

Our Main Hall provides a venue for many local clubs and societies to hold their meetings and events

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Height

The height of the hall is 4.5metres (approx. 14 feet) to just below the ceiling fans which means we can easily accommodate a bouncy castle and we can even put you in touch with providers who can help if you need it.

Heating/Cooling

Perimeter Warm Air Heating

Wall mounted Radiant Heaters (coin operated)

Ceiling fans

Sports Activities

Wooden flooring in the main hall makes it perfect for exercise classes and should you need it, is also marked up as a badminton court

Kitchen

The kitchen to the main hall is professionally equipped to a very high standard. It includes:

- 6 Ring Electric Cooker/Oven & extractor hood
- Large Double Fridge
- Knee operated handwash sink
- Microwave
- Two Large Double sinks
- Movable Stainless steel island
- Kettles
- Urn
- We also have other equipment that we are happy to share by arrangement

Bar/Hospitality Area

This is included in the hire cost of the Hall and is a great area for chilling during main events or used to stage buffet style food provision. When busy during bigger events it ensures that activity and lighting of the bar does not affect the main event being held in the hall.

Wickhambrook MSC **does not** have a licence under which alcohol can be supplied or sold.

If the Hirer wishes to run their own pay bar, the Hirer must obtain a Temporary Events Notice from St Edmundsbury Council. This can be done online, search St Edmundsbury Temporary Events Notice or use this [link](#). The cost is £21 (correct as at May 2024). The bar area has access to the kitchen and situated behind the bar is a 'Dump fridge' for beer wine chilling.

Stage

The Stage Area is shown in the diagram above and includes lighting and AV equipment for full musical/stage productions. We invite anyone interested in using the stage area for any production to contact us to visit and establish the extent of the equipment available. It is also worth noting that our pavilion includes an entrance to the side stage area and is perfect for artists to change during their act.

Tables & chairs

We have a large selection of tables for your event and a large number of upholstered chairs which can be linked to create a fixed seating arrangement for theatre style events or arranged individually as required.

- 12 Circular Banqueting Tables – 1.8m diameter

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- 14 Small Round Tables – 0.6m diameter
- 12 Large Grey Trestle Tables – 1.8m x 0.75m
- 8 Heavy Brown Trestles – 1.8m x 0.75m
- 11 Rectangular Wooden Tables

Toilets and Disabled Provision

Our Male and Female toilets have been recently redecorated and refurbished. Female toilets provide 2 toilets and vanity area with large mirror. Our Male toilets have one cubicle and 3 wall mounted urinals. We have a disabled toilet easily accessed from our main reception area, and the hall has a disabled access.

Capacity

Maximum capacity of the MSC main hall as set by the Licensing Authority is: seated at tables - 150, dancing - 300, closely seated audience - 200.

Dulcie Smith Room

This is a smaller modern light and airy room with large windows along one side. It is perfect for small exercise classes, meetings and can also be used for online meetings due to the availability of Smart TV and easily accessible Wi-Fi

- 50" Wall Mounted Smart TV
- Wireless Network
- Washable Wood Effect flooring
- Vertical blinds for privacy if required
- Kitchenette area with H&C Water/Kettle
- 12 chairs (additional available)
- 9 Small round tables 2ft diameter

Pavilion

Suitable for sporting events & other smaller social events

Double Patio Windows/door with access to balcony giving great views over the recreation ground, wonderful for events which include an outdoor activity.

Wall mounted Smart TV

Tables and Chairs

3ft x 7ft 6in Conference table with 6 armchairs

Round tables 5 tall & 3 short – 2ft diameter

20 Clubroom chairs

Kitchenette Area

Situp bar area & 4 bar stools

Under counter fridge

Microwave

Upright freezer

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Sink (H&C) water

Good supply of electrical sockets

Access to Stage in Main Hall

Toilets and Changing Facilities

Ladies Toilet with 2 cubicles

Gents Toilet with 1 Cubicle & Urinal

Changing room 1 with communal shower

Changing room 2 communal shower

Referees room with shower (could be used as additional Changing Area for privacy by other users}