



Eassie and Nevay Hall : Conditions of Let

Appendix 1: Hall Information

Eassie & Nevay hall comprises:

- Foyer
- Meeting room 2 (office)
- Meeting room 1 (with sink and hot and cold water)
- Strathview Room (Meeting\seminar Room)
- Main hall
- Kitchen
- Bar area
- Gents toilet
- Ladies toilet
- Easy access toilet\baby changing room
- Shower facilities
- Main equipment store
- Outside paved & decking area with seating and table

Details of rooms

Area	Dimensions	Capacity (total no. of people)
Whole building	349 m ²	195
Main hall	18.66 m x 9.45 m = 176 m ²	150
Strathview Room	8.1 m x 5.1 m = 41 m ²	35
Room 2 (Office)	2.37 m x 3 m = 7.1 m ²	4
Room 1	2.97 m x 3 m = 8.9 m ²	6
Bar area	2.65 x 4 m = 10.6m ² (9m ² work space)	
Kitchen	5.84 x 4m = 23 m ²	

Restrictions to use of Walls

No items may be attached to any internal or external surface of the building unless previously agreed with the ENKCA Booking Secretary.

No items or notices may be attached on walls.

In the main hall wall 7 pairs of hooks are placed along the 18.66m length of the hall at approximately 2m intervals. These hooks may be used to allow items such as lightweight cables, ribbons, bunting etc to be strung across the width of the hall (9.45m) provided permission has been granted by ENKCA prior to the event.

Equipment in hall (June 2016)

Banquet Chairs		Staging	
Burgundy fabric – stacking	102	1m square staging units @ 600mm height	18
Burgundy fabric – arms	4	Tables (oak coloured)	
Burgundy vinyl – stacking	28	Folding – 1220mm x 685mm	20
Chair trolley	15	Folding – 915mm x 685mm	12
		Café table – 700mm x 700mm	11
Staging trolley	2	Table trolley	2

Electrical Equipment			
Projector	1	Electric piano	1
PA mixer desk	1	Radiant heater	3
Microphone receivers	2	Convection heater	1
Radio microphones	2	Fan heater	1
Fender amp	1	Hoover	2
CD player	1	Wall display screen (fixed)	1
Miscellaneous items			
Table tennis table	2	Carpet bowls mat	1
Display Screen (folding 3 section)	2	Storage trolley	1

Contact Details for Keyholders of Eassie & Nevay Hall

Name of keyholder	Telephone Contact details
Marianne Jenkins	01307 840215
Jane Brewster	01307 840313
Debra Ritchie	01307 840596
Andrew Blackie	01307 840575
Fiona Brown	01307 840335
Mary Marshall	01307 840415
Michael Ryan	01308 840364
Isobel Christie	01307 840314
Linda Breckenridge	01307 840323

Fire Safety information

Event organiser and responsible person for each let must complete fire safety awareness training.

Location of fire equipment

Fire exits	Fire extinguishers	Fire alarms
Front door	Front door \ hallway – foam extinguisher	Hallway – by front door
Main hall (west wall)	Main hall (by entrance doors) – water extinguisher	Main hall - by fire exit doors
Kitchen door to outside	Kitchen (by outside door) – CO2 extinguisher + fire blanket	Kitchen – by outside door
Outside door to fuel store	Boiler room \ fuel store – foam extinguisher	Fuel store - by outside door

Fire muster area = car park at front of hall
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Car parking information

There is limited parking in front of the hall.

The entrance ramp and steps must be kept clear for pedestrian access at all times.

Access to all fire exits must remain free of obstruction at all times.

There are 2 designated disabled parking places at the front of the hall: these areas must be kept clear for these purposes.

Cars may be parked on the land to the east of the hall but a clear access route from the road to the field entrance at the rear of the area must be maintained at all times to allow access to the adjacent fields.

Cars may also be parked along the road sides at the roadsides leading to the hall but must not be parked on pavements.

Management accept no responsibility for loss or damage to property or vehicles in the car park area.

Other Useful Information

Shops: Nearest local shops are located in Newtyle (3 miles) or Meigle (4 miles).

Nearest supermarkets are located in Forfar (10 miles) or Blairgowrie (12 miles).