



Knutsford Town Council

Community Space Survey

Venue Information (May 2015)

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 1	Air Training Corps Cadet Hut	
Address:	2056 Knutsford ATC Squadron Blackhill Lane, Knutsford, Cheshire WA16 9DD	
Responsible Organisation	Ministry of Defence	
Booking Contact:	Flt Lt L. McGuire A.T.C. 2056 Squadron RAF(T) Tel: 01565 750411 Email: oc.2056@aircadets.org	
Spaces Provided:	n/a	Wheelchair Accessible: n/a
Suitability of Space(s)	n/a	
Facilities	New building proposed 2015 with independent sections for Air Training Corps Cadets & Army Cadets, with separate keyholders.	
Availability	Not presently available	
Usage/Occupancy	Used by the Air Cadets only.	
Hire Costs	n/a	
Parking		
Promote	No	
Notes	MoD building which leads to restrictions on use. Their current liability insurance does not extend to external users. Permission to use would be required from RFCA (Reserve Forces Cadets Association). Does not wish to hire out facilities.	

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 2

Booths Hall

Address: Booths Park, Chelford Road, WA16 8GS
Responsible Organisation Bruntwood
Booking Contact: Contact: Emma Davies
Booths Hall Bruntwood Red Rooms;
Tel: 01565 752880 mob: 07970260865
Email: Emma.davies@bruntwood.co.uk or online booking system:
boothshall@bruntwood.co.uk

Spaces Provided:	The Garden Suite	Accessible
	The Norbury Room	Accessible
	The Oak Room	Accessible
	The Mere Room	Accessible
	The De Legh Room	Accessible

Suitability of Space(s)

Four ground floor meeting rooms with flexible layout. Capacity 8-30 boardroom style; 40 cabaret, 100 theatre, 32 classroom style. Suitable spaces for conferences, business meetings, weddings and social functions. Capacities:

The Garden Suite: 100 theatre style; 30 boardroom.

The Norbury Room (adjoining) small 4 person meeting space or refreshment area, soon to be available as a self-contained meeting area.

The Oak Room: 14.

The Mere Room : 8

The De Legh Room: 18

Facilities

- Free on-site parking
- Reception service
- Free Wi-Fi, AV equipment
- Free refreshments (tea/biscuits)
- On site catering available for lunch
- Toilets
- Garden suite: fixed projector screen, surround - sound system
- The Oak Room: Portable screen, AV equipment. Conference phone

Availability

Mon-Fri 8am-5.30pm.

Out of hours meetings can be accommodated.

Usage/Occupancy Variable, according to time of year.
Low periods: July/August/November/December

Hire Costs £50 per hour to £670 full day. Prices negotiable.
Garden Suite: £150/hour, £400 half day £670 Full day.
Norbury Room: £20 /hr.
The Oak Room: £60/hour, £150 half day, £250 Full day.
The Mere room: £50/hour, £110 half day, £145 full day.

Parking Yes

Promote Yes

Notes Premises have a wedding license. Bruntwood is considering promoting Booths Hall as a wedding venue.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 3 **Cottons Hotel & Spa**

Address: Manchester Road, Knutsford WA16 0SU

Responsible Organisation Shire Hotels & Spas

Booking Contact: Ms Abbey Hall

01565 650333

cottons.events@shirehotels.com

www.shirehotels.co.uk

Spaces Provided: Function Rooms (3) Accessible

Private Dining Rooms (3) Accessible

Meeting Rooms/Boardrooms 13) Accessible

Suitability of Space(s)

The hotel has a full range of available spaces from function suites suitable for large social or business events, conferences and meetings. Room capacity ranges from up to 200 theatre style, 110 cabaret style, and 40 boardroom style.

Facilities

- Superfast WI-Fi
- LCD screen
- PA system
- Projector & screens
- Stationery, Flip charts etc
- Refreshments & Full catering
- Licenced bars
- Disabled toilets
- Dedicated staff

Availability

24 /7

Usage/Occupancy

Approx. 70% Quiet Mondays and Fridays and Weekend vacancies

Hire Costs

Prices negotiable. £50-£1000. Minimum Room Hire £50/day; Charges on a per capita basis; Separate charges for use of equipment and refreshments and catering

Parking

Yes. Ample free parking.

Promote

Yes

Notes

Facilities regularly used by Rotary Club, Cateniens and Probus Groups.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 4

Curzon

Address: Toft Rd, Knutsford WA16 0PE
Responsible Organisation Curzon Cinemas
Booking Contact: Adam Morgan, Manager
01565 633005
privatehires@curzoncinemas.com

Spaces Provided:

Cinema	Accessible
Cranford Suite	Accessible
Tatton Room	Accessible

Suitability of Space(s)

Cinema: capacity 178 with 2 wheelchair spaces

Cranford Suite: capacity 250 theatre style, optional staging, and access to kitchen.

Tatton Room: capacity 80 theatre style; access to kitchen.

Facilities

Hire of cinema includes projection staff, technical staff, event co-ordinator and 1 hr rehearsal time.
Cranford Suite – PA system can be used

Availability

Cinema Private Hire: Mornings: hourly slots 9am-12noon, 7days /wk.
Afternoons: 2hour slots 12noon-6pm, Mon-Thurs only.
Evenings 2.5 hour slots 6pm-11pm, Mon-Thurs only.

Cranford Suite & Tatton Room:

Daytime & evening 7 days/week: Various time slots.

Usage/Occupancy Not specified

Hire Costs

Cinema: Morning £100+vat per hour;
Afternoon 2 hour slot £450+vat;
Evening 2.5 hour Slot £870+vat.
Weekend childrens screening(10-12) £160.

Cranford Suite:

Mon-Fri. Daytime 8am-6pm: £27.50+vat/hour
Evening 6pm-12midnight £55+vat/hour
Sat & Sun. Daytime 8am-6pm £55+vat /hour
Evening 6pm-12midnight £100+vat/hour
Weddings, functions etc £630+vat/8hours maximum,

includes use of kitchen.

Commercial hires:

4hour Afternoon slot £250
4 hour Evening slot £400 (midweek and weekend).

Staging, quarter stage £30+vat - full stage £100+vat

Tatton Room:

Mon-Fri.8am-6pm: £17.50+vat/hour
6pm-midnight £35+vat/hour
Weekends 8am-6pm £35+vat/hour
6pm -midnight £50+vat/hour

Additional charge for use of kitchen:

Mon-Sun 2 hour session (Light catering) £15

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4 hour session (full catering) £75

Set-up Charges for both rooms:

up to 50 people £30

Up to 100 people £50

Over 100 people £100

Full production event including full stage and theatre style seating for 250 people for up to 8 hours £250

Parking

Yes. Limited time for customers only. Conditions apply

Promote

Yes

Notes

Possibility of refurbishment of Cranford Suite to form second screening room.

Recent introduction of parking enforcement.

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VENUE ID: 5 Egerton Youth Club

Address: Mereheath Lane, High Legh, WA16 6SL

Responsible Organisation Egerton Youth Club (Charitable Trust)

Booking Contact: Linda Thomas Tel: 01565 633383
linda.thomas@egertonyouthclub.co.uk

Spaces Provided:

Sports Hall	Accessible
Classroom/meeting room (1 st Floor)	Not Accessible
Café & Bar	Accessible:

Suitability of Space(s)

The space is primarily for sporting activities. The classroom/meeting room has a capacity of 30.

Facilities

- Sports Hall
- Changing rooms Separate team/referees changing
- Separate ground floor toilets
- Football pitches
- Outside space
- First Floor classroom tables & chairs boardroom layout, with whiteboard.
- Extensive parking for cars and coaches

Availability

Little availability. The classroom/meeting room is usually made available to schools and organisations using the sporting facilities but separate hire could be considered. Café operating daily from 10am to evening.

Usage/Occupancy estimate 80%

Hire Costs Negotiable. Café & Bar is operated as a franchise. Charges are negotiated separately.

Parking Approx. 125 spaces, 3 dedicated disabled spaces and coach parking.

Promote No. Regularly decline bookings.

Notes Premises used in term-time by Knutsford Academy & Yorston Lodge schools. Upper floor rented to martial arts school.

Egerton FC (primary users), Ladies badminton, gymnastics, "Youth Zone" (Fri). Annual event bookings include: Royal May-Day costume distribution, "Yule Yomp", Evans Cycles, Campsite for the RHS show at Tatton Park.

Classroom/meeting room used by schools and for Football Association training. Limited seasonal availability. Disabled lift installed but presently not functional.

Knutsford Town Council

COMMUNITY SPACE SURVEY

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VENUE ID: 6 Great Places Open House

Address: 106 Longridge, Knutsford Cheshire WA16 8PD
Responsible Organisation Great Places Housing Group
Booking Contact: Lucy Beesley
0300 123 1966
lucy.beesley@greatplaces.org.uk

Spaces Provided:	Ground Floor Meeting Room	Accessible
	Boardroom, 1 st Floor	Not Accessible
	The Waiting Room 1 st Floor	Not Accessible
	IT Suite, 1 st Floor	Not Accessible

Suitability of Space(s)

The facility is primarily for use by the organisation for residents of the estate.

Ground Floor meeting room: capacity 6

Upstairs Boardroom: capacity 12

The Waiting Room: capacity 4

IT suite: 5 -6 PCs. Supervised use for training purposes.

Facilities

- Kitchen
- tea-making facilities
- Disabled toilet (ground floor)
- Toilet & shower upstairs.
- IT suite (& tutor) - 6 computers and printer (no wi-fi for laptop users)

Availability

Open Mon- Fri 9.00am -5.00pm

Drop-in centre for tenants for rent/council tax/CV advice.

Usage/Occupancy 30%. Vacancies vary each week.

Hire Costs N/A

Parking 3 spaces in 'layby'; street parking

Promote Would like to be featured on the town council website but does not want help publicising space.

Notes Converted domestic property, no disabled access to first floor.
Does not hire out space. Regular use by Knutsford GROW, community group & quarterly meetings by Knutsford Community Transport. Organised IT training.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 7

Jubilee Hall

Address: Appt 24, Libris, Stanley Rd, Knutsford WA16 0GP
Responsible Organisation Knutsford Old Folks Club (Registered Charity)
Booking Contact: Viewings: Celia Grange 01565 632651 / 07527 977185
Bookings: Derek Empson 01565 651737
derek.empson@ntlworld.com
[include "Jubilee Hall Hire" in subject line].

Spaces Provided: L-Shaped room Accessible

Suitability of Space(s)

Capacity: 75 seated theatre style or 52-72 around circular tables.

Facilities

- Central heating
- Kitchen with electric cooker, fridge, water heater, tea-making facilities, crockery and glasses.
- Free Wi-Fi
- Projector stand and screen (for hirer's own equipment)
- Lecturn
- Defibrillator and telephone
- Wheelchair accessible toilet

Availability

Bookings 7 days /week; 9am-11.30pm. Particularly Mondays, Fridays, Saturday morning & afternoon , & Sunday evenings.

Usage/Occupancy 33% approx.

Hire Costs £8/hour; small extra charge for use of cooker.

Parking No dedicated parking. Parking available at Booths Supermarket, 2 hours max. pay and display,(6 disabled parking spaces); free to blue badge holders. Town centre parking. 100m approx. from train and bus stations.

Promote Yes

Notes Would like to increase bookings.
Numerous regular users. Well-lit and modern facility.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 8

Knutsford Childrens Centre

Address: Manor Park North, Knutsford WA16 8DB
Responsible Organisation: Cheshire East Council
Booking Contact: Sue Kenyon, Manager,
01625 374904
knutsfordchildrenscentreadmin@cheshireeast.gov.uk

Spaces Provided:

Meeting Room	Accessible
Creche	Accessible
Quiet Room	Accessible

Suitability of Space(s)

Multi-purpose meeting room: capacity 16 people; **Creche Room** - play area; **Quiet room** seats 4 people (max) on easy chairs.

Facilities

- Projector,
- TV/DVD Player
- Sensory room.
- Toilets, baby change with pull-alarms

Availability

Mon -Thurs 9am-5pm, Fri 9am -4.30pm. Small centre in constant use.

Usage/Occupancy 85%

Hire Costs Multi-purpose room £8.80 /hour; Creche: £9-10/hour; Quiet room £7.35 per hour.

Parking Shared area, approx.10-20 spaces

Limitations

Promote No

Notes The rooms are in very regular use. There is little capacity for extra use. Used by social services and Manor Park School. Booked by Great Places Housing Group. Does not particularly want publicity.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 9 Knutsford Community Fire Station

Address: Mobberley Rd, Knutsford WA16 8EX
Responsible Organisation Cheshire Fire & Rescue Service
Booking Contact: Station Manager: Duncan Palin
01565 633369 (Crewe Admin. Hub)
Spaces Provided: Boardroom Accessible

Suitability of Space(s)

Capacity approx. 12, Boardroom style, 20 seated theatre style, plus armchairs.

Facilities

- 3 tables, 20 upholstered stacking chairs
- 8 armchairs
- computer, digital projector
- wall-mounted projector screen and whiteboard.
- Kitchen access (shared with crew), tea-making facilities
- Toilets; separate male, female and disabled.

Availability

Subject to day-time staffing. 9am-7pm until August 2015. Part-time thereafter.

Usage/Occupancy N/A
Hire Costs No charge

Parking Ample to the rear, street parking

Promote No

Notes Do not wish to publicise facility at present. Accepts community use in principle. Availability dependent on staffing. This station is to be staffed part-time from August 2015

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 10 Knutsford Leisure Centre

Address: Westfield Drive, Knutsford WA16 0BL
Responsible Organisation Everybody Sport & Recreation Trust
Booking Contact: Mr Mike Harding, Manager
01565 653321
klc@everybody.org.uk
www.everybody.org.uk/klc/

Spaces Provided:	Ground floor meeting area	Accessible
	The Attic studio	Not Accessible
	Meeting/training Room	Not Accessible
	Sports Hall	Accessible

Suitability of Space(s)

Ground Floor Meeting Room: capacity 10- 12 people, for use for small informal meetings only.

The Attic studio: approx 20m x 8m, open floor with viewing windows over the pool and squash court. First floor; access up 2 flights of stairs.

Meeting/training room arranged in boardroom layout. It is an internal room with 2 ceiling windows. First floor; access up 2 flights of stairs.

Sports Hall may be available as exhibition space, theatre, children's parties and special events.

Facilities

Ground Floor Meeting Room

- Variety of seats; plastic recliners; stacking chairs; wood framed with metal arms.
- Connecting office with sink. (No tea-making facilities).
- Disabled toilet, access through two single doorways

The Attic Studio

- Trestle tables (12) and stacking chairs (c.100);
- PA System;

1st Floor Meeting Room

- Boardroom layout , 3 tables, 10 chairs
- Flatscreen TV
- Data Access Point
- Small kettle (no crockery)
- Toilets: separate male & female

Availability

Ground Floor meeting room: Mon/ Wed/ Any evenings/weekends except polling days;

Attic Studio & meeting room: after 3pm weekdays, Evenings & weekends

Usage/Occupancy Details not available

Hire Costs £16/session (am/pm)

Parking Approx. 50 car spaces available out of school hours only. 2 disabled spaces in front of reception.

Promote Yes

Notes The ground floor room has access to the toilet through small locker room in use by clients. Use of the Attic Studio and 1st floor meeting room is restricted owing to lack of disabled access. The Attic Studio has large ceiling windows-

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no blackout possible and consequently unsuitable for some presentations.
Pool and facilities used by school. For the calendar of public sessions &
activities contact the leisure centre and consult the website.

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COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 11 Knutsford Library

Address: Toft Road, Knutsford, WA16 0PG
Responsible Organisation Cheshire East Council
Booking Contact: Mike Drew / Helen MacLeary
01625 374873
knutsford.library@cheshireeast.gov.uk;

Spaces Provided: Open plan meeting area Accessible

Suitability of Space(s)

The meeting area is open plan, a 'flexible promotional space' within the library. Best suited to quiet community activities, individual working, or public participation exercises.

Facilities

- Tables (2 rectangular, 1 round) and seating for 12
- Lounge chairs (2), upholstered winged chairs (4) & low table
- Access to peoples network computers (bookable 1hr /free of charge), microfiche
- Access to coin-operated photocopier (Black & white)
-

Availability

Library Open Hours: Mon, Fri 9am-5pm;
Tues, Thurs 9am-7pm;
Wed, Sat 9am-1pm

Presently bookings are possible Mon. afternoon, Tues. morning/evening, Wed. morning and Fri. afternoon, with additional periods in school holidays when regular activities are not being held.

Usage/Occupancy n/a

Hire Costs £15/hour

Parking Nearest parking at Booths Supermarket, Pay and Display (2hr maximum) accessed from Stanley Road. Two Spaces for disabled drivers close to the rear of the library.

Promote No

Notes Use of the space is not private, and is open and available to the public. Activities must be compatible with library operations.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 12 Knutsford Little Theatre

Address: 18 Queen Street, WA16 6HZ
Responsible Organisation Knutsford Little Theatre Society
Booking Contact: David Muncaster, Publicity Officer; Tel: 01565 633000
Email: info@knutsfordlittletheatre.com
Website: <http://www.knutsfordlittletheatre.com/>

Spaces Provided: Theatre Accessible
Bar Accessible

Suitability of Space(s)

Auditorium: tiered seating for 100. Licensed Bar: seating for 25 with circular tables.

Facilities

- Rotating stage.
- Hearing Loop,
- Theatre sound & lighting.
- Licensed bar open to members and visitors.
- Disabled toilet, baby changing,
- BT open channel Wi-Fi (by arrangement).
- Stage props: lights, smoke machine, sound equipment for hire (small additional fee)

Availability

Evenings & Weekends mainly for theatrical productions.

Usage/Occupancy n/a

Hire Costs 2014 charges:
Auditorium: Evening, £70,
One-off evening full theatre £125,
Full Day (Week-end) £150.
One week production Sunday-Sunday £1000. 20% deposit taken at time of booking

Bar Area £50 with or without licensed bar;
Parking Several places for members only. Public pay and display car park on Tatton Street.

Promote No

Notes Premises are used evenings for rehearsals, set building and performances. Receipts of ticket sales go to the to production company/organisation; bar receipts & hire charges to the Little Theatre. Theatre operation is dependent on volunteers who are not usually available during the day. Use of the facilities must be supervised by a committee member. Does not take regular bookings from community groups and do not wish to promote use.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 13

Knutsford Sports Club

Address: Knutsford Sports Club, Mereheath Lane, WA16 6SZ
Responsible Organisation Knutsford Sports Club (community amateur sports club)
Booking Contact: David Hunt
01565 632721 / 07814 428097

Spaces Provided: Function Room Accessible
Bar Accessible

Suitability of Space(s)

Function Room: capacity 80 seated ; 120 standing buffet, adjoining kitchen and glazed double doors to bar.

Facilities

- Wi-Fi
- Wall mounted projector screen (by arrangement)
- 5 tables, 4 trestle tables and chairs
- Kitchen - fully equipped
- Tea-making facilities
- Crockery / Cutlery
- Bar: flat screen TV;
- disabled toilet, male and female toilets separate from sports changing and toilet.
- Bar Licence to 12.30am; Music licence to midnight
- Bar operators "Pour a Pint" company can do catering

Availability

Variable. Refer to calendar on website.

Usage/Occupancy

Hire Costs Weekdays £12/hour plus £12/hour for bar; £50 per event.
Exception Fri/Sat night, weekends -there is no exclusive use because of sports members events.

Parking 41 spaces ; 2 allocated disabled spaces. Intention to increase available parking.

Promote Yes

Notes Community amateur sports club. Sports Club use of facilities is a priority. Regular bookings include Rhythm Time (childrens' music), Tiny Talk, Fit Mums, Yoga, Slimming World, Celtic Toes dancing, Brownies, Scibar.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 14 Knutsford Studio School

Address: Knutsford Academy Upper site: Bexton Road, Knutsford WA16 0EA
Responsible Organisation Studio Schools Trust
Booking Contact: James Routs / Nicola Hall
01565 624655 / 07936 884457
studio@knutsfordacademy.org.uk

Spaces Provided:	Foyer & reception hall/relaxation area	Accessible. Lift to first floor. Ground floor toilet accessible
	Ground floor Classrooms (4)	Accessible
	1 st Floor Open Zone	Accessible
	1 st Floor Classroom	Accessible
	1 st Floor IT suite	Accessible
	1 st Floor Lecture Theatre	Accessible. Compact, tiered design but a wheelchair could be accommodated at the front.
	Cafe	Accessible

Suitability of Space(s)

Foyer & reception hall/relaxation area with linear seating;

4 Groundfloor Classrooms: each with 20 computer terminals with below-table storage for the monitors, quickly converting to boardroom layout, seating 12-14. Bi-fold doors opening to reception hall/exhibition area.

1st Floor Open Zone: 60 -80

Informal moveable lounge seating and acoustic pods; Small adjoining kitchen.

1st Floor Classroom

Desks and seating. Modular tables arranged in circles with central power column. Flexible configuration. AV; Wall mounted whiteboards; glass bi-fold doors to Open Zone.

1st Floor Classroom: IT suite

Lecture Theatre: 30-32max. 3 -Tiered. Individual seats with book-rests

Café: Cafe seating for approx. 40 in booths and 3-4 freestanding circular tables

Facilities

- Extensive range of meeting rooms and large spaces.
 - PCs in all classrooms
 - Whiteboards, Presentation and AV facilities
 - Wi-Fi
 - Small Kitchen on 1st Floor
 - On-site café
 - Accessible toilets
 - Full-time caretaker on-site.
- 1st Floor Open Zone**
- Carpeted, open floor area
 - Soft, casual and moveable seating and acoustic pods
 - Small adjoining kitchen with boiler/tea-making facilities
 - Fridge
 - Microwave.
 - Small quantity of crockery by arrangement

Classrooms 2 & 3

- Wall mounted screens with central messaging facility
- Direct HD facilities, speakers, Apple TVs (can project from iPads)
- 3D Printers (2)

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Availability

Available in school holidays, weekends and most weekdays after 4pm

Usage/Occupancy 60%-70% term-time

Hire Costs Competitive rates; negotiable. Prices not yet determined

Parking Yes approx. 50 cars, dedicated disabled spaces

Promote Yes

Notes 1st Floor offices and common room reserved for school use
Limited toilets within the Studio building (2 on ground floor).

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COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 15 Town Council Offices

Address: Toft Road, Knutsford, WA16 6TA
Responsible Organisation Knutsford Town Council
Booking Contact: Clare Stuart-West
01565 653929
clare.stuart-west@knutsfordtowncouncil.gov.uk

Spaces Provided: Lower Council Chamber Accessible
Committee Room (Ground floor) Accessible

Suitability of Space(s)

The Lower Council Chamber is suitable for small meetings and presentations. It can seat around 15 boardroom style or around 25 conference style. Can also be used as a function room for up to 30 people.

The Committee room seats 6-8 boardroom style.

Both rooms can be used together or separately.

Facilities

- Ground floor wheelchair accessible toilet
- Audio equipment
- Tea/coffee making facilities

Availability

- Evenings (see notes)
- Most daytimes Monday-Friday (regular bookings every Friday & Wednesday morning)

Usage/Occupancy Less than 20% - more capacity subject to limitations

Hire Costs Free

Parking Limited but close to town centre and Booths (2hr pay & display).
1 designated disabled space.

Promote Yes

Notes Limited use by requirement for officer/councillor to be present as key holder in evenings. Currently the lower council chamber is permanently set up for Town Council meetings and would require the audio equipment being taken down for some events. This can be a limitation as it requires staff time to do so.

Limitation of staff time as no caretaker for room set up etc

Subject to the Town Council taking ownership of the building space provision may increase and limitations removed.

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COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 16

Leicester Warren Hall

Address:	Bexton Lane, WA16 9BQ	
Responsible Organisation	Knutsford Freemasons	
Booking Contact:	Kate Shenton 01565 651199 (for Duty manager)	
Spaces Provided:	Function/Dining Room	Accessible
	Herbert Statter Room (Bar)	Accessible
	Lodge Room (Ceremony Room)	Accessible
	Museum/syndicate room (first floor)	Not Accessible Accessed by narrow staircase

Suitability of Space(s)

The Function/Dining room: capacity 150 Buffet style, 120 seated.

Herbert Statter Room (main bar, adjoining function room), capacity 20 seated.

Lodge Room/Ceremony Room: capacity 90 theatre style.

Museum/syndicate room (first floor) capacity boardroom style 10 seated.

The premises are best suited to larger scale social and corporate functions and presentations.

Facilities

- Staff support,
- Premises Licence. Licensed bar to 11pm Fri/Sat to midnight. (Extension by arrangement).
- Bar and in-house catering.
- Crockery, glassware and cutlery,
- Round tables (12), rectangular tables (6)
- Accessible toilet
- Babychange facility
- Wi-Fi
- Free parking

Availability

By arrangement. Regular use by seven masonic lodges except for June/July/August.

Usage/Occupancy 60%

Hire Costs Minimum £250 per half day - seasonal variation.

Parking Approx. 70 spaces, 3 marked disabled spaces

Promote Yes

Notes The premises are regularly used for public blood donation sessions. Live musical entertainment permitted to 10.30 pm only. The syndicate room is not wheelchair accessible.

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COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 17 Manor Park Primary School

Address: Manor Park North, WA16 8DB
Responsible Organisation Cheshire East Council
Booking Contact: Mrs S Greensides / Mrs Ashcroft Co-Headteachers
01625 378378
admin@manorpark.cheshire.sch.uk

Spaces Provided: School Hall Accessible

Suitability of Space(s)

School hall capacity approx 200.

Facilities

- School hall
- kitchen.
- Toilets: separate adult male/female toilets, disabled toilet (in nursery area).
- Trestle tables and stools

Availability

Not at present. Building expansion (additional classrooms) Mar 2015- Sept 2015

Usage/Occupancy N/A

Hire Costs N/A

Parking Approx.10-20 spaces (shared area with Surestart)

Limitations

Promote No

Notes Any community use would be restricted to availability of the caretaker, generally term-time and daytime only.
2015 new build (2-storey classrooms). Presently there is no policy on hiring out facilities and the school is not seeking bookings.

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COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 18 Methodist Church

Address: Princess Street, WA16 6BY
Responsible Organisation Methodist Church
Booking Contact: Amanda Vickers (Administrator)
Tel: 01565 652251
Email: office@kmc.org.uk

Spaces Provided:

The Church	Accessible
Hall	Accessible
Room 3 Prayer Room (1 st floor)	Accessible
Room 4 (1 st floor)	Accessible
Room 5 (1 st floor)	Accessible
Room 6 Youth Room	
Pre-school room	

Suitability of Space(s)

Church: Seating is a semi-fixed theatre layout. 200 seats on the ground floor and 120 on balconies. The church has been used for musical entertainment and the literature festival. Events are at the discretion of the Minister.

Hall: capacity 100. Has a wood floor suitable for dining, dancing, presentations.

Room 3 Prayer room: capacity 8-11 with lounge seats, could be used as a 'break-out' room

Room 4: capacity 40 Boardroom style, with kitchen area

Room 5: capacity 36 seated, with kitchen area

Facilities

Church:

- Wi-Fi,
- Sound desk and projectors.
- Pipe organ
- Toilets and baby change.

Hall :

- Microphone & stand, speakers
- Pull-down projector screen
- Upright piano.

Room 3 Prayer room

- Lounge seating
- Coffee tables.

Room 4

- Kitchen area with sink
- Tea-making facilities
- Access to lift/ disabled toilet in corridor.

Room 5

- Upholstered chairs (36)
- Trestle tables, 3 card tables
- Kitchen area with water boiler & fridge
- Crockery & cutlery;
- Microphones & speakers
- Portable CD player/radio. (Equipment brought in must be PAT tested)

Availability

Room 6, ('Youth Room') is reserved for church use. The Pre-school room is also reserved during the day but could be made available for evening meetings. The Prayer room is selected hire.

Bookings for the hall and other rooms 7 days/week; office open Mon-Fri 9am-noon. Keys available through the Church office.

Usage/Occupancy 85%-90%

Hire Costs Hall £12/hour, with kitchen, an additional £6 flat fee.
Church £20/hour
Room 3 & prayer room (selected hire) £5/hour

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

Room 4 & Room 5 £8 per hour

[Prices to Sept.2016]

Parking

Very limited. Staff parking only at the rear. Town centre car parks.

Promote

Yes to publicity and inclusion on KTC website.

Notes

Building refurbished in 2006.

Regular bookings from: the Historical Society, LIPA, AA, U3A, WEA, Fuschia Ballet, Scottish Dancing, Heartstart & First Responders, Little Superstars, Keep Fit, Fall Prevention, keep fit, mums and tots, Painting for Pleasure, Knutsford Community Choir, Knutsford Lions, Girlguides, Knutsford Literature Festival, The Gaskell Society, NCT.

This is a place of worship. Certain activities are not permitted, eg serving of alcohol, yoga.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 19

Red Cross Memorial Hospital

Address: Memorial House, Northwich Rd, Knutsford WA16 0AW

Responsible Organisation The British Red Cross

Booking Contact: Carol Smith

01565 650201

csmith@redcross.org.uk

Spaces Provided: Meeting Room

Accessible

Suitability of Space(s)

Boardroom style - 18 people

Facilities

- Kitchen
- Toilets
- Laptop
- Projector

Availability

Mon-Fri, 9am-5pm.

Usage/Occupancy 50%

Hire Costs £15 per hour; £50 per half day; £75 per day

Parking Limited

Promote No

Notes No regular bookings from community groups.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 20 Scout Hut: 1st Knutsford Scouts HQ

Address: Moorside Road, Knutsford WA16 6JD
Responsible Organisation Knutsford District Scouts
Booking Contact: Tony Leadbetter (Leader) 01565 634457
Group Scout Leader (1st Knutsford) Rob Allen 01565 640578

Spaces Provided: Parade Hall Not Accessible
Meeting/Activity Room Not Accessible

Suitability of Space(s)

The interior of Parade hall is basic and has little natural light. There is a high level wall heater. It is suitable for physical sports or activities, table-top fayres etc, less so for where large numbers of people would need to be seated for extended periods. A limited number of tables and chairs are available. The activity room with its low-ceiling and windows is more congenial for group activities or meetings.

Facilities

- Parade hall
- Adjoining kitchen with tea-making facilities, crockery.
- Toilets (no disabled toilet)
- Trestle tables and stackable chairs
- Meeting/Activity room with limited number of tables and benches

Availability

Available daily up to 6pm.

Scout/Group Meetings Mon 7pm-8.30pm, Weds 6pm-9pm, Some Sats.

Usage/Occupancy 30%

Hire Costs Registered charity - no charging allowed.
Donations accepted from non-scouting organisations.

Parking No. Street parking limited and with restrictions

Promote No.

Notes Proposed new hut for 2017. Would be available for non-scouting groups, daytime. Building used for a Christmas Fair in 2014.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 21

Scout Hut: 2nd Knutsford Scout HQ

Address: Manor Crescent, Knutsford WA16 8DJ
Responsible Organisation Knutsford District Scouts
Booking Contact: Group Scout Leader (2nd Knutsford) Nicky Harris 01565 640740
Spaces Provided: Hall Accessible

Suitability of Space(s)

Capacity approx. 120 standing

Facilities

- Kitchen, tea-making facilities, crockery.
- Limited number of tables and benches.
- Toilets.

Availability

Available daily, up to 6pm and most weekends.

Scout/group meetings Wed. 6pm- 9.00pm and some weekends.

Usage/Occupancy 40%

Hire Costs Registered Charity. Charging not allowed.
Donations accepted from non-scouting organisations.

Parking 3 Spaces

Promote No

Notes Non-scouting activities/groups would need to have own insurance.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 22 Scout Hut: 5th Knutsford Scout HQ

Address: Blackhill Lane, Knutsford WA16 9DD

Responsible Organisation Knutsford District Scouts

Booking Contact: Chairman Ian Jones 07880788985

ian.jones@tiscali.co.uk

Spaces Provided: Hall Not Accessible.
Step at entrance. No accessible toilet

Suitability of Space(s)

The hall has high level windows, fluorescent lighting and is well-lit. It is suitable for sports and group activities.

Facilities

- Kitchen with serving hatch to hall
- Cooker & microwave,
- tea-making facilities,
- crockery, glasses, jugs.
- Limited number of tables (3), chairs & benches (6)
- Toilets (not accessible)
- Storage loft with loft doors overlooking hall, and stairs.

Availability

Most days up to 3pm, except Weds. Limited availability at weekends.

Scout/group meetings: Mon 6pm -9pm, Tues 6pm -8.30pm, Thurs 5pm-9pm,

Wed 10am-9.15pm

Usage/Occupancy 50%

Hire Costs Registered Charity charging not allowed
Donations accepted from non-scouting organisations.

Parking 6 spaces

Promote No

Notes Regular bookings from two badminton groups.
Non-scouting activities/groups would need to have own insurance. Stacking chairs would need to be hired in when required.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 23 St Cross Church

Address: Mobberley Rd, Knutsford WA16 8EL

Responsible Organisation Church of England

Booking Contact: Liz Foy

Tel: 01565 754740 (Liz Foy)

Email: liz.foy@gmail.com

Spaces Provided: Parish Room

Wheelchair Accessible: through Church

Suitability of Space(s)

Parish Room: Hexagonal, carpeted room with seating for approx.60 with trestle tables.

Facilities

- Seating (plastic stacking chairs) trestle tables
- Kitchen
- Upright piano.
- Toilet (wheelchair accessible) & babychanging

Availability

Variable

Usage/Occupancy 100%

Hire Costs £13 per hour or part hour

Parking Car parking for approx. 15 cars by vicarage. Limited street parking.

Promote No.

Notes The Church needs to ensure the availability of space for services, funerals etc. There is a flight of stairs from the exterior entrance and toilets down to the parish room.

The accommodation is used by church and community groups; regular use by toddler group, kumon (x3), Music Tots, Lydian Singers, Waks Lyrical Community Choir.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 24 St John the Baptist Church

Address: Church Hill, Knutsford WA16 6DH
Responsible Organisation Church of England
Booking Contact: Helen Kimber, Church Manager
Tel: 01565 755160
Email: office@stjohnsknutsford.org.uk

Spaces Provided:

The Church	Accessible
Café (commercial)	Accessible
anticipated April 2015	
The Church Centre:	Accessible
The Holden Suite (“Upstairs Room”)	
The Church Centre:	Not Accessible
“The Drop” (Youth Room)	

Suitability of Space(s)

The Church has been re-ordered and refurbished and with most fixed seating removed has many options for seating /events. Capacity 500 people, approx. 240 chairs, and side pews (each seating 4) on the groundfloor; 260 chairs and pews in galleries. Suitable space for musical events and social activities. Large glass panels separate the entrance hall which is being developed into a commercial drop-in café.

The Holden Suite (“Upstairs Room”) ground floor access capacity 80 people with kitchen adjoining with serving hatch. Two sets of folding room partitions permit open plan use or for the space divided into two rooms.

“The Drop” (Youth Room) is on a lower floor and is not wheelchair accessible. It has a kitchen/lounge area and a folding room partition which permit the space to be divided into two rooms.

Facilities

The Church

- Underfloor heating.
- AV System
- Wi-Fi
- Induction loop system
- Access to full catering & kitchen.
- Trestle tables (rectangular and square, various sizes)
- Wooden stacked seating, some with arms.
- Toilets & baby change.
- Staff /volunteers to assist, by arrangement.

The Holden Suite, The “Upstairs Room”

- Carpeted room with 2 room partitions
- Fully equipped kitchen adjoining.
 - Crockery and utensils.
 - Upholstered stackable chairs; plastic stackable chairs, tables
 - Accessible Toilet

“The Drop” (Youth Room)

- Small kitchen area with sink. Tea –making facilities
- Room partition
- Sofas, lounge area
- tables & upholstered chairs.

Availability

Church: Mon-Fri 9am -12.30pm; vacancies on Wednesdays, Thursday afternoon and Friday morning

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

The Holden Suite (“Upstairs Room”) is available daily.

“The Drop”(Youth Room) weekdays during school term times only, 9.00am – 2.30pm, except school Inset days.

Usage/Occupancy

45% approx.

Hire Costs

under review (April 2015)

Parking

No. Town Parking.

Promote

Yes

Notes

Dependent on volunteers to arrange furniture etc.

The church is a place of worship - certain events (e.g. political, rock concerts) may not be acceptable.

Available for wedding receptions; parties.

“The Drop” is used by Buddeez afterschool & holiday club.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 25 St Vincent's Roman Catholic Church

Address: Tatton Street, Knutsford WA16 6HR
Responsible Organisation Catholic Church
Booking Contact: Fr John Joyce
01565 633040
jjoycespat@aol.com www.stvincentsknutsford.org

Spaces Provided: Church Hall Accessible

Suitability of Space(s)

The modern hall (built 2001) adjoins the church. One large room or two smaller rooms with divider. Capacity 100 seated, up to 150 standing.

Facilities

- Carpeted room
- Tables and chairs to seat approx. 100.
- Wi-Fi
- Kitchen
- Toilets

Availability

On request.

Usage/Occupancy 60%

Hire Costs £35 per session Morning, afternoon, evening.

Parking Yes but limited. Pay and display car park on Tatton Street

Promote No

Notes Wishes to maintain availability of space for church-related services/activities eg funerals

Used by Weightwatchers, Slimmers World, U3A, Cheshire Birdwatchers, Brownies, Rainbows, Cranford Quilters, Wine Club, Children's Parties.

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 26

Tatton Park

Address: Knutsford, Cheshire, WA16 6QN
Responsible Organisation The National Trust & Cheshire East Council
Booking Contact: 01625 374453/ 374456
tattonevents@cheshireeast.gov.uk
www.tattonpark.org.uk

Spaces Provided: Tenants Hall Accessible
NB The route from the parking area is a 5 minute walk partly over gravel.
Tenants Hall Foyer Accessible
Lord Egerton's Apartments: Not Accessible
(1st Floor) suite and anteroom & Italian Terrace with parkland views. One meeting room requires the use of stair climbers.
Boardroom.

Suitability of Space(s)

Tenants Hall, capacity 400 (theatre), cabaret: 210, banquet: 350 Standing: 600.

Tenants Hall Foyer: theatre or standing: 100 banquet: 80, classroom/boardroom: 50. Includes bar and toilet access.

The tenants hall and foyer may be used separately or together; The hall is suited to use for corporate receptions, dinners, exhibitions, conferences, trade fairs, wedding receptions etc

Lord Egerton's Apartments: incl. foyer & anteroom & terrace views: capacity 20-24 or classroom/boardroom, 40 banquet/theatre, 90 standing reception. This is a self-contained area suitable for dining, meeting, corporate hospitality.

Boardroom, Part of the suite: capacity 20 for meetings

Facilities

Boardroom:

- Wi-Fi
- AV equipment
- LCD Projector & screen
- Lap-top
- Stationery
- Flip chart
- Self-Serve drinks & water
- Dedicated event co-ordinator
- Free car parking (for guests)

Availability:

Variable

Usage/Occupancy 80%

Hire Costs

Boardroom Hire: £150;

Meetings/conferences Day Delegate rate £50 +Vat per person, Tenants Hall; Boardrooms £35+vat per person incl. 3 servings if beverages & biscuits and 2 course lunch

Wedding/Event packages up to 80 people £1500; up to 320 people £4500.

Parking

Free parking for function guests.

Public vehicle entry charges to Tatton Park, and attractions £5.00 / Blue-Badge holder £2.50 applies to all visitor, Monthly passes £15; Quarterly £35; annual £100

Promote

Yes

Notes

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 27 The Mere Golf Resort & Spa

Address: Chester Road, Mere, WA16 6LJ

Responsible Organisation

Booking Contact: Gill Twist, Director of Sales

01565 830155

gill.twist@themereresport.com

www.themereresport.com

Spaces Provided:	James Braid Suite	Accessible
	The Mere Suite	Accessible
	George Duncan Suite	Accessible
	Boardrooms (2)	Accessible
	The Riley Room	Accessible

Suitability of Space(s)

3 flexible suites and conference rooms and 2 boardrooms which can be combined for a wide range of events: conferences, banqueting, business meetings, exhibitions, receptions etc. The rooms have a high specification of décor and furnishings, full natural light with blackout facility and air conditioning in most rooms.

James Braid Suite – capacity 700 theatre style; 350 cabaret; 450 classroom, 550 banquet.

The Mere Suite: capacity 150 theatre style; 70 cabaret; 50 classroom, 80-120 banquet it is part of the James Braid suite which maybe used as a self-contained unit and has private bar; verandah with views.

George Duncan suite: capacity 200 theatre style, 70 cabaret/classroom, 120 banquet has separate bar, lounge area and connecting syndicate room. Includes a

Boardroom, capacity 18, or 15 classroom, 30 theatre with adjoining anteroom for refreshments or break-out sessions.

Executive Boardroom with adjoining ante-room; Capacity 30 theatre style, 22 Boardroom, 20 classroom layout.

The Riley Room capacity 60 for small groups, private dining and small events, an 'intimate' space, with a display of original post WWII artwork of local artist Harold Riley.

Facilities

Full Service Hotel, health spa and golf resort. Day Delegate package includes:

- Free Wi-fi, broadband internet
- LCD projector & screen
- Flip Chart
- Stationery
- Refreshments: water, beverages & cake and sweets. 2 course lunch
- Dedicated event staff
- Access to leisure facilities

Availability

24 hours

Usage/Occupancy Approx. 80%

Hire Costs Variable, dependent on type of event. Room hire on the basis of day delegate, 24hrs delegate, wedding packages & banqueting.

Parking Yes

Promote Yes

Notes

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 28 The Welcome Café

Address:	Longridge, Knutsford WA16 8PG	
Responsible Organisation	The Welcome (Knutsford) company /charity	
Booking Contact:	Elenor McAndrew Catering and Bookings Marie Fox, Operations Manager 01565 750905	
Spaces Provided:	Café	Accessible
	Open plan meeting/computer area	Accessible
	Counselling room	Accessible

Suitability of Space(s)

Open plan café & dining area seating 20, open to meeting area and lounge/play area, work area. Capacity 50 seated (theatre style); or 12 at tables, 8 lounge. Counselling room 3.

Facilities

- Café: 4 rigid-leg tables
- Meeting area: 3 trestle tables & stacking chairs
- Lounge chairs and carpeted toddler play area
- 6 computers & printer.
- Wi-Fi
- Accessible Toilets

Availability

Café open Mon-Fri 9am - 2pm; Sat 10am-1pm. Available for bookings particularly Mon. mornings, Wed. Afternoon & Saturday

Usage/Occupancy approx. 70%

Hire Costs £20/hour, whole area. Extra charge for refreshments. Increased charge at weekends.

Parking 10-30 spaces mainly at rear of building.

Promote Not required

Notes

Drop-in centre. Community café. Various activity groups meeting regularly, IT training, knitting etc. Sunday Church service. "Changing Lanes" organisation -drugs & alcohol group. Welcome intend to start a meals on wheels service with Age UK..

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 29

Toft Cricket Club

Address: Booths Hall, Chelford Rd, WA16 8QP
Responsible Organisation Toft Cricket Club
Booking Contact: Hon. Sec. Simon Burley
Bookings Bernard Manning / Pam Reed
01565 632734
info@toftcc.co.uk

Spaces Provided: Pavillion Accessible. Ramp at side of building.
Function Room & Bar

Suitability of Space(s)

Function room 100 seated; 130 maximum with bar and adjoining kitchen.

Facilities

- Pavillion with paved area with picnic tables, outdoor furniture.
- Staffed licensed bar, coffee machine.
- Fully equipped kitchen
- Variety of tables; card tables, trestles and round tables, 4 x rectangular farmhouse tables, 120 seats upholstered chairs, fixed seats in window bays
- Changing rooms and showers and toilets (including disabled);
- Wi-Fi
- Projector.

Availability

All year round but priority to cricket fixtures/events

Usage/Occupancy Overall 30% - greater in summer months
Hire Costs £25/hour, but negotiable.

Parking Informal for approx 50-60 cars.

Promote No

Notes Does not require help publicising facilities. High level of bookings.
Regular bookings from; Bridge Club (Mon & Fri daytime)

Knutsford Town Council

COMMUNITY SPACE SURVEY

MAY 2015

VENUE ID: 30 Unitarian Chapel, Brook Street Hall

Address: Adams Hill, Knutsford WA16 8DY

Responsible Organisation Unitarian Church

Booking Contact: Alan Eastwood (Bookings)

01565 634 992

alaneastwood@ntlworld.com

Spaces Provided:

Hall	Accessible.
Heritage Room (first floor)	Accessible. Disabled Lift
Chapel	Accessible. Except galleries

Suitability of Space(s)

Hall with stage : capacity 75 theatre style; 65 with tables; Kitchen.

Heritage Room : small meeting or 'break-out' room, max. 10

Chapel: approx. 195 in fixed pews and galleries. By arrangement available for non-secular activities – choirs etc

Facilities

- Hall with stage. 22ft x 34ft (7m x 10m) 'tea-room' decor, plus stage
 - Kitchen available (no oven). Seats and tables, crockery as requested.
 - Wi-Fi, PA system including radio microphones.
 - Loop system.
 - Upright piano,
 - Toilets (incl. disabled toilet) and baby changing.
 - Trestle tables/large tables, upholstered stackable chairs.
 - Pipe Organ in Chapel
- (No projector or screen but use of own equipment permitted)

Availability

Public open hours Tues. 10am-12pm; Thurs 10am-12pm: Sun 10am-1pm or by appointment.

Usage/Occupancy 50% Monday- Saturday.

Hire Costs £33 per half day (up 4hrs); £55 per full day, including use of kitchen. Moderate additional charge for use of crockery .

Parking None at site.

Promote Yes.

Notes Rooms refurbished in 2012. Long-term rentals provided with key. Regular bookings from Knutsford Photographic Society, Actor Tribe, Rock Choir, Knutsford Musical Theatre Company, Knutsford Heritage & Conservation Group.