

## **WORPLESDON MEMORIAL HALL IMPROVEMENT WORKS 2017**

Dear user,

As you may be aware, for the past couple of years the Trustees of Worpleston Memorial Hall have been working hard behind the scenes on plans for some exciting improvements to the hall and grounds which we feel will benefit all our users and make Worpleston Memorial Hall a more accessible, user-friendly venue.

The Trustees are pleased to announce that these works will commence on 31<sup>st</sup> July 2017. They will include:

- Enlarging and updating the kitchen, with ramped external access and level access into the hall;
- New ambulant disabled toilets which can be accessed by hall and field users even when the main hall is in use;
- A new chair store in the small hall.

These works are scheduled to be completed by the end of October. In the meantime there will be a few temporary restrictions of which you, as hall users, will need to be aware:

- The kitchen will be out of commission. However, we will be converting the kitchen annexe (the current chair store) into a temporary kitchen with sink, cooker and fridge freezer.
- The conference room (the ground-floor meeting room at the rear of the building) will also be out of use and will not be available to hire during this period. If you have this room already booked or expected to book it, please speak to Tim who will do his best to offer another room. If you are offered a larger room you will still be charged the usual conference room rate.
- There will be no access to the hall via the back door. If you usually use this door as an entrance we would ask that you use the front door or speak to Tim if this is a problem. Also speak to Tim if you need a front door key.

The Trustees apologise for any inconvenience this may cause in the short term whilst the works are taking place. However, we are certain that you will all benefit from these exciting improvements and we greatly appreciate your understanding in the meantime.

If you have any concerns about how these works will affect your event(s) please do not hesitate to contact Tim who will be happy to answer any questions and do his best to address any issues.

The Trustees would take this opportunity to thank the following organisations and people without whom the works would not be possible:

- Surrey Community Buildings Grant Scheme, jointly funded by Surrey County Council and Guildford Borough Council
- SCA (Surrey Community Action) & ACRE (Action with Communities in Rural England) for their support and advice with our application
- Guildford Community Grants Scheme
- Surrey County Councillor Keith Witham, who supported us through his Member's Allocation
- Worplesdon Parish Council
- Finally all our loyal users.