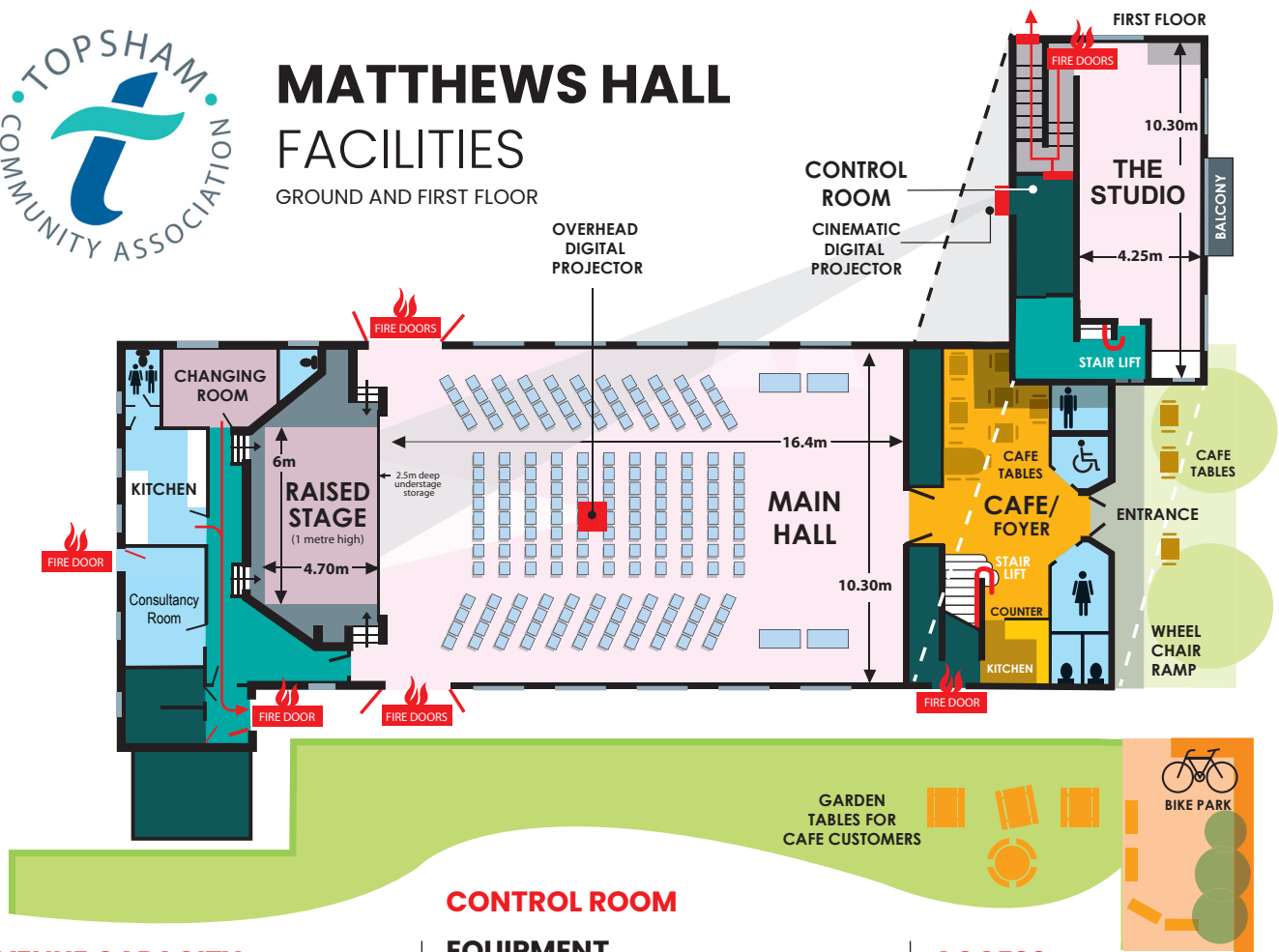




MATTHEWS HALL FACILITIES

GROUND AND FIRST FLOOR



VENUE CAPACITY

SEATING & TABLES

MAIN HALL Capacity - Seated 200 or Standing 308
Available Tables - 19 6ft, 16 5ft
Available Chairs - 191

THE STUDIO Capacity - Seated 60 or Standing 60
Available Tables - 9 5ft
Available Chairs - 34

CHANGING ROOM
Standing Max 20

STAGE

Curtains Manual pull-ropes
Pelmet Manual pull-ropes
HDMI For PC/Mac link to Control Room projector (Left of stage)
Mains Sockets for powering laptop
Small Table for presenters

LIGHTING, SOUND and

EQUIPMENT A printed guide is available, also support from the staff.

KITCHEN FACILITIES

THE MAIN HALL kitchen is equipped with work surfaces, sink, cooker, fridge and a microwave oven.

THE COUNCIL CHAMBER has a small kitchen area with a work surface, sink and a microwave oven.

CONTROL ROOM

EQUIPMENT

Digital Cinematic Projector

There is also a back-up, ceiling-mounted projector in the Hall.

Wireless slide clickers -

Requires charging before use.

On-stage 'drop down' screen

Amplifier /5.1 channel speaker system.
Mixing Desk 4 channel.

Microphones Hand-held radio mic
Lapel/Lavalier/head radio mic (Both use AA batteries).

DVD Player Suitable for Cinema quality projection.

Connectors - Various Please bring your own for any special conversions.

APPLE iMAC Computer with Keyboard and Mouse. USB socket. Features - iTunes, Movies, Powerpoint, and Keynote. Various OS/X software including Safari Browser.

Loop Hearing Aid system
Transmits audio signal to hearing aids.

HDMI Source Switcher
To change source between Control Room, Stage and Mac.

EQUIPMENT USER MANUALS

Printed guides are available at the Hall, also support from the staff.

www.topshamcommunityassociation.co.uk

ACCESS

Ramp to Main Hall.
Stair Lift to Second Floor.

TOILETS

Gents, Ladies and Disabled in Foyer.

PARKING

Pay & Display Adjacent to Hall
Free after 6pm.

ALCOHOL

The Hall is Licensed but we need details of your intentions.

WI-FI

Matthews Hall has a high-performance installation. Download speed 350MPs.
Password available at the Hall.

EMERGENCY PROCEDURES

Please familiarise yourself with procedures displayed in - Main Hall, side corridor to back stage and the Council Chamber.

CONTACT

Caretaker - 07849 121829

MATTHEWS HALL - Fore Street, Topsham, Exeter, EX3 0HF

See location map on website