Sutton Poyntz Mission Hall Information Sheet. **April 2026**

Address:- Mission Hall Lane, Sutton Poyntz, Weymouth DT3 6LY. missionhall@suttonpoyntz.org.uk
Bookings:- Maureen Morris 01305 835533 or vulcanpilot617@gmail.com **Charges:-** £10 an hour
Location:- The late 19th century, brick built small hall is in the centre of the village in a narrow lane.There is a small gravel courtyard in front of the main door & an orchard garden behind both of which can be used.

Parking:- The gravel courtyard area is very restricted & should be reserved for those with real need. The path to the Garden needs to be kept clear of cars. The area nearest the lane needs to be kept clear for emergency vehicles. Parking must not be permitted on Mission Hall Lane. There is plenty of free parking nearby around the village.

Facilities:-

The Mission hall is a rectangular room with a high-arched ceiling, 5 large windows, level access throughout with doors which allow wheelchair or pushchair access.There is a small, low stage area one end.
There are 2 WCs, one of which has easy access for wheelchairs. Both have sinks & hooks for coats.
The hall has overhead heaters and dimmable lights. A colour effects lighting bar is stored under the stage.
There are 60 fabric chairs, 12 plastic chairs & a chair moving trolley plus 9 large trestle tables (76cm x 181cm) & 8 small tables (76cm x 91.5cm) plus 2 storage trolleys for the tables.
The **Sound System** has 4 wall speakers, an amplifier with Bluetooth, SD card, USB, FM microphone & external device input plus a remote control. There are 2 wireless microphones plus 1 microphone which plugs into the amplifier. A mic stand is under the stage. Instructions for these items are stored with them. The ceiling has acoustic panels added..
The kitchen has a large serving hatch opening onto the hall. There is a sink with draining board & a small hand basin, both with hot and cold water. The hot water switch is under the sink. There is a range-style cooker with electric hob & two ovens. There are facilities for making tea & filter coffee. The drinking water heater is to the right of the serving hatch. There is a fridge and a dishwasher. There are enough plates, glasses, cutlery cups and saucers to cater for 60 people. There are tea towels, hand towels & tablecloths.
Outdoor catering & activities can be done in the courtyard & the orchard garden. Gazebos are stored under the stage. The garden is a flat, grassed area of approximately 16 metres square with an apple tree in the middle. N.B. Disabled access to the garden is possible but has a short, narrow, sloping path.
Numbers:- For fire safety & convenience, hirers should cater for a maximum of 60 people. If more than 60 arrive for a non-ticketed event, extra vigilance is needed.
Emergency information:- There is no public telephone in the village, so a mobile phone will be needed to ring 999.
In the kitchen, there is a First Aid Kit, Accident / Minor Injury book, Hazard report sheet, a fire blanket & fire extinguisher.
There are two Fire Extinguishers in the hall. The 3 Fire exit doors have signs above them.
The village Defibrillator is at The Springhead Inn at DT3 6LW or ///cactus.voltages.daunting.
In case of an emergency, Mission Hall Trustees' contact numbers are visible inside & outside of the hall.

FIRE SAFETY at Sutton Poyntz Mission Hall. If there is a fire, the person in charge must:-

1. Instruct people to leave the building. Ensure everyone has left. If time, take the Health & Safety pack by main door.
2. Direct people to the Fire Assembly Point - the Village Green grass area. Turn left from the Hall 40 metres towards the pond & the grass area is on the left. Move further away along the lane if necessary.
3. Call the Fire Brigade on 999.
4. Give the address:- The Mission Hall, Mission Hall Lane, Sutton Poyntz, Dorset DT3 6LY
   Grid reference: 370 580 metres East and 083 880 metres North. ///newsreel.masks.beam
5. Ensure that once the Hall is evacuated, no member of the public re-enters the building.
6. When the Fire Brigade arrives, tell them the persons who are safe and accounted for and if there are any casualties or people unaccounted for.
7. Only use the Hall fire extinguishers if it is safe to do so.

Users - The Mission Hall is used regularly by a variety of local organisations. It is also used for exhibitions, performances, entertainment events & village celebrations. See the DIARY & EVENTS pages at suttonpoyntz.org.uk for regular bookings & events. Private hirers are welcome to book the hall for their personal celebrations or events.

The **Conditions of Hire** are posted in the Hall's Display unit & on the Mission Hall's page at suttonpoyntz.org.uk

Charitable status - Sutton Poyntz Mission Hall Management Trust. Charity Number 1079729.
The Hall is owned by Salisbury Diocese & leased to the village.The Trust acts as lease-holder & manages the building. The Trust holds an AGM to elect a Chair, Secretary, Treasurer, & village representatives. Other representatives to the Trust are appointed by the main user organisations. The hall is insured for Public Liability.