



### Helpful information to help you plan for your event/activity at ETNA Community Centre

#### Seating:

**Attenborough Hall** - you can find 24 stackable chairs in the corridor next to the Hall door, additionally 24 can be located in the Turner room. Feel free to use any of these – please return when finished.

Each chair has a label on, stating which room they belong to which should help you to stay organised.

**Community Kitchen** – the room is set up with 24 chairs internally and plus the is additional furniture of the terrace.

#### Tables:

**Attenborough Hall** - 5 foldable tables 122 x 76 cm h x 71 h are stored in the corridor leading to the Hall Garden. Plus, 5 foldable tables 122 x 76 x 79cm h (*note: a different height to the above tables*) stored inside the cabinet located in the corridor leading to the Community kitchen (next to the disabled toilet)

**Community Kitchen** – 6 tables 70 x 70cm and 2 tables 60 x 90cm. High bar and benches to seat 4 people. Plus, 5 foldable tables 122 x 76 cm stored inside the cabinet located in the corridor leading to the Community kitchen (next to the disabled toilet)

#### Ground Floor Kitchen:

**Located on the west wing of the building and is included in your booking for the Community Kitchen space:**

*(note: please check if you have access to this facility with your booking if you are in the Attenborough Hall as you may be offered the kitchenette located on the first floor – the office will confirm this detail)*

**Cooking** – induction hob (please note needs appropriate pans, supplied by ETNA), microwave and electric oven are available for use. Please clean before leaving.

**Dishwasher** – a commercial dishwasher is available. It will need to be powered up half an hour before as it works differently to a domestic one. You do not need to put in any dishwashing tablets as it is automatic. Maximum cycle length is 4 mins.

**Refrigeration** – two under-counter fridges are available for your use (we do not have freezer)

**Crockery and Cutlery** – are available in the drawers/cupboards (please follow the labels). There is a good amount of each item but do check if you are catering for a large number of guests. If you require glasses, may we suggest hiring them.

**Kettles/Boiling Water** – we have a Quooker hot water tap – to use please see instructions on the counter.

### **Kitchenette:**

#### **First floor (for use with Attenborough Hall)**

**Cooking** – microwave oven is available for use.

**Refrigeration** – two under-counter fridges are available for your use.

**Crockery and Cutlery** – can be found in the drawer or on the shelves.

**Kettles/Boiling Water** – we have a Quooker hot water tap – to use please see instructions on the counter.

We provide coffee, tea, and milk, so please help yourselves.

Do remember that if you want to sell alcohol then you need a licence that can be obtained from the council. You are allowed to serve alcohol as part of a private function.

### **Entertainment:**

If you are considering hiring an entertainer, please be respectful to our other Centre users and remember to keep the noise levels to an appropriate volume to avoid disrupting other sessions in the Centre. Thank you!

### **Music:**

**Attenborough Hall** – we have an AV system, located on the stage. To operate, you need to switch power on, connect the cable to your device/Bluetooth.

[https://www.youtube.com/watch?v=e30L\\_n7dwRE](https://www.youtube.com/watch?v=e30L_n7dwRE)

<https://www.youtube.com/watch?v=gcuFQNoZ5IQ>

For more detailed instructions please see manual: <https://etnacentre.org/wp-content/uploads/2022/05/Denon-Instructions.pdf>