



– THE –

*Pelham*

community  
space

# who are we?

## LOCAL CHARITY, COMMUNITY HUB & COFFEE LOUNGE

The Pelham is a local Christian charity that enriches lives in practical and diverse ways for our community in Sidley, Bexhill. This is through connection, encouragement and opportunities in an era of isolation and great challenge. The Pelham aims to benefit the community as a Charity, Community Hub & Coffee Lounge, through our charitable activities & projects, and effective partnership working. The Pelham is available for bookings 7 days per week, including evenings.



# CONTENTS

- THE COFFEE LOUNGE 4-5
- FUNCTION ROOM 6-7
- STUDY 8
- KITCHEN 9
- BALLROOM 10-12
- BOARDROOM 13
- BASEMENT 14
- UPPER ROOM 15
- CREATIVE SPACE 16
- COMMUNITY CARE 17
- PRICING 18
- FAQS 19-24
- CONTACT US 25



# the coffee lounge



- The Coffee Lounge is the main hub of The Pelham. The Coffee Lounge operates Monday- Friday 09:30am-2:30pm. Outside of these hours The Coffee Lounge is available for private hire.
- The Coffee Lounge comes set-up in the normal coffee lounge configuration with tables, chairs, and a sofa by the window. Hirers can move furniture around as they wish, but we request you return the space as you found it.
- The space accommodates up to 50 people with tables and chairs.
- A projector and screen are available upon request.
- The Coffee Lounge is the main access point into the building.
- The Coffee Lounge is not suitable for events or meetings that require confidentiality since several rooms are only accessible by walking through The Coffee Lounge. We have never had any issues with this as all our other hirers are very respectful when walking through the space if another event is going on.
- The Coffee Lounge Bar area does not come with the room hire; this is for staff use only.

# THE COFFEE LOUNGE



# Function room



- The Function Room is a wonderful blank canvas. It can be used for meetings, dance classes and trainings.
- It has a capacity of 18 with chairs and tables or 30 with chairs only.
- This room is very popular with groups that hold medium sized trainings.
- Chairs and tables are available to be set-up in the desired layout.
- The room comes with a projector and the equipment needed to connect a laptop, as well as a sound-bar suitable for the room size.
- The Function Room has vinyl flooring.
- The room is on the ground floor and accessed via The Coffee Lounge.
- The room has a private washroom attached and access to larger toilets through The Coffee Lounge.

# FUNCTION ROOM



# study

- The smallest of the ground floor rooms at The Pelham and suitable for 4 people, equipped with one central table and 4 chairs.
- This cosy room is ideal for small meetings and interviews.
- The room is on the ground floor next to the lift and accessed via The Coffee Lounge.



01424 576304



# kitchen

- The Pelham is pleased to offer a full working kitchen available to hire to those holding food hygiene certificates. The kitchen is mainly hired for cookery courses.
- The kitchen has a capacity for 6 and is available for hire outside of Coffee Lounge hours.
- We ask that you take care when using the kitchen and leave it as found.
- The kitchen is located on the ground floor, down a hallway off The Coffee Lounge.
- For more information about kitchen hire please ask us.

# ballroom

- The Ballroom is the largest room at The Pelham and fantastic for any kind of event requiring a big versatile space. The Ballroom has been used for every kind of event such a dance classes, exercise classes, meetings and trainings.
- The room can be set-up in any way the hirer would like. We have round and rectangular tables available. The space can accommodate 60 with tables and chairs or 80 with only chairs. If you need more space, we ask you consider hiring more than one room.
- The room has a sound system built-in and a projector is available upon request.
- We are also able to offer mirrors for dance and exercise classes.
- The Ballroom is attached to a kitchenette that can be used by any of the hirers on the 1st floor. The kitchenette has a sink, dishwasher, and refrigerator that can be used. We ask you leave this space as found.
- This room is located at the top of the staircase on the 1st floor. It is accessible via a platform lift if step-free access is required.
- This room has a luxury vinyl tile (LVT) flooring.



# BALLROOM



# kitchenette

Attached to the Ballroom with access via the Ballroom or 1st floor hallway.



# boardroom

- This space is great for meetings or small educational classes.
- The space features a large boardroom style table and 8-10 chairs. The room has a capacity of 10 people.
- The table in the room cannot be moved.
- The room comes with a TV screen fixed to the wall that can be connected to a laptop for presentations
- The room can be found down the hallway on the 1st floor.
- Step-free access is available with the platform lift.



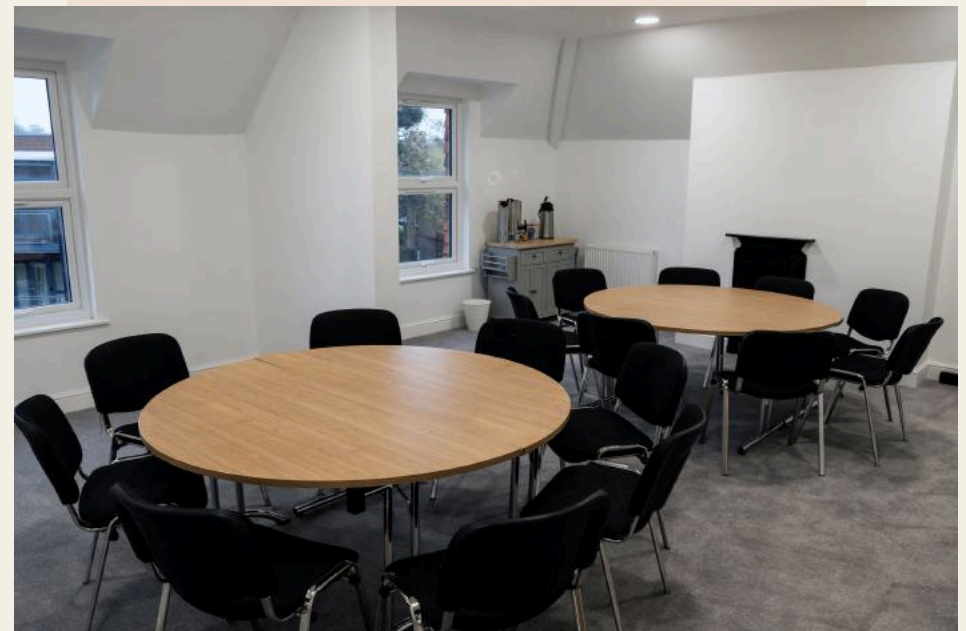
# basement



- The basement has been recently refurbished and transformed into a warm welcoming space consisting of three rooms: the snug, mess and hive
- the mess has a kitchen area that includes an oven, fridge and dishwasher as well as a seating area
- the hive features a large pool table, tv set up and a variety of comfortable sofas
- the snug is a smaller more private room with two large relaxed chairs as well as a wall mounted chalkboard
- for those that require step free access there is an external platform lift.
- There is both a single private and disabled toilet

# upper room

- The Upper Room is our newest meeting space on the Top Floor of The Pelham.
- A bright and comfortable carpeted space, the Upper Room provides a versatile setting ideal for meetings, workshops, training sessions, prayer meetings or informal get-togethers.
- The Upper Room can accommodate up to 18 in conference style layout, or 16 arranged as a boardroom.
- The room can be set up to your requirements, and a projector is available on request.
- The room is equipped with a hostess trolley and can be set up to deliver hot and cold drinks for you and your guests.
- The room is accessible via the front or back staircases, or by using the platform lift from the ground floor
- Toilets are conveniently located nearby on the Top Floor.



# creative space



- Welcome to our brand new Creative Space, designed to accommodate therapeutic sessions to compliment the work of The Pelham Counselling Service.
- The Creative Space offers a safe, expressive environment for families, children, and adults to explore creativity through paint, sand play, and a variety of craft activities. The walls are white, but we hope they don't stay that way for long!
- The room can accommodate up to 8 people.
- The room includes an inbuilt sink for easy hand-washing and brush-cleaning.
- The room is accessible via the front or back staircases, or by using the platform lift from the ground floor
- Toilets are conveniently located nearby on the Top Floor.
- This room has a luxury vinyl tile (LVT) flooring, makes the space practical for all kinds of messy, hands-on work.

# community care

- Our new Community Care space has been designed in line with the new “NHS England Fit for the Future- 10 Year Health Plan’, supporting the movement of clinics closer to home, from hospitals to community hubs like The Pelham.
- We are also open to enquiry from local private healthcare and wellbeing therapists who are looking to hire a room in the community, for example sports therapy or Physiotherapy.
- The room is equipped with a hand wash basin, desk and filing cabinet. There are also plans to purchase a treatment bed, as well as the option to install equipment that may be wall or ceiling mounted.
- There is cap’n’cove safety flooring in the room and a blind for confidentiality. It is situated within the therapy rooms of The Pelham, so is in a quieter area with a waiting area outside the room.
- WIFI and ethernet points are in the room, as well as the ability to adjust the room accordingly.
- The room is accessible via the front or back staircases, or by using the platform lift from the ground floor making it fully accessible.
- Toilets are conveniently located nearby on the Top Floor.



# pricing

## Standard Weekday Room Hire

### Ground Floor

The Coffee Lounge	£16 per hour
Function Room	£25 per hour
Study	£9 per hour
Kitchen	£21 per hour

### The Basement

The Hive/Main Space	£25 per hour
The Snug/Workspace	£19 per hour
The Mess (kitchen) add-on	£13 per hour
All basement rooms total	£58 per hour £260 per day

### 1<sup>st</sup> Floor

Ballroom	£30 per hour
Boardroom	£21 per hour

### 2<sup>nd</sup> Floor

Upper Room	£25 per hour
Creative Space	£25 per hour
Community Care	- please contact for pricing

# FAQs

CAN I BUY FOOD AND COFFEE AND BRING IT INTO THE ROOM I AM HIRING?

Yes, you can buy food and drink when The Coffee Lounge is open and bring it into your room if appropriate. For some activities the organiser may ask you not to have food and drink in the space for health and safety. The Coffee Lounge hours are Monday- Friday 9:30am-2:30pm. Breakfast is served 10:30-11:00am and Lunch 11:30am-1:30pm. If you have a group of more than 8 people and have designated break times, we suggest you think about ordering food in advance at the start of the day and going for our self-service drink option.





I HAVE A LARGE GROUP TRAINING TAKING PLACE IN ONE OF THE ROOMS. HOW DO I ORDER FOOD AHEAD OF TIME SO THAT IT IS READY FOR THE BREAK TIME? WHAT ABOUT COFFEE?

If the hirer would like to cover the cost of lunch, we can provide you with the menu ahead of time and attendees can choose any food option listed here. This will be invoiced with the hire charge. We require the order ahead of the hire day or at the start of the day when the kitchen first opens. If attendees are to pay for their own lunch, we ask that they order at the start of the day, so the kitchen can prepare in time to avoid the lunch rush. Please be aware that if attendees wait until their lunch break and order then we cannot guarantee their order will be ready within their lunch time. We can also offer a catering option depending on day and time.

For larger groups we can offer filtered coffee and tea at £1.40 per head per round. This will be invoiced with the hire charge. The urns will be placed in your room or near your room with cups, spoons, milk, sugar etc. You need to order this option in advance and let us know at what times you would like the tea and coffee ready as we set them on timers. For less formal meetings we can offer the option of a donation pot for tea and coffee with the urns. Tabs can be set-up on the day for food and drinks, but please clear this with your organisation.



## WHERE ARE THE TOILETS?

There are male and female toilets located off The Coffee Lounge. There is also a disabled toilet and baby change on the ground floor across from the coffee bar. There is a single private toilet attached to Function Room. There are 3 private toilets and 1 disabled toilet with a baby changing table located at the end of the hallway on the 1st floor. There are also 2 private toilets, one including baby-changing facilities on the Top Floor.

## IS THERE A LIFT?

Yes, we have a platform lift for those that require step-free access to the 1<sup>st</sup> and 2<sup>nd</sup> floor.

## WHAT KIND OF PARKING DO YOU HAVE?

The Pelham has a car park located behind The Pelham building. Access to it is from the main road -Holliers Hill and the entrance is located next to the post box and bus stop. The car park is free, but we cannot guarantee a parking space. Spaces are on a first come basis. The car park can become very busy at times and we ask you to be careful when parking and leaving. Free parking is available on the residential streets surrounding The Pelham.

## IS THERE PUBLIC TRANSPORT?

The Pelham can be reached by Stagecoach bus- numbers 95, 98, and 98A. The stop is 'Wrestwood Road', but it is actually located on Holliers Hill opposite the BP garage. (Stop ID: esuaptjw). The bus stop is less than a 1 minute walk from The Pelham. We are a 20 minute walk from Bexhill Train Station.

## HOW DO I MAKE A ROOM BOOKING?

Please email [bookings@thepelham.co.uk](mailto:bookings@thepelham.co.uk) to make an inquiry or ring 01424 576304. If you inquire in person, we will ask you to fill out the booking inquiry form and return it to us and we will contact you later.

## CAN I CANCEL MY BOOKING?

Yes, you can cancel the booking, but charges do apply depending on the notice given. Please refer to the booking and hire policy that you signed when making the original booking for more information.



FAQs



## CAN WE BRING OUR OWN REFRESHMENTS?

Yes, you can bring your own food to use for meetings and events if it is prepared off site. This is for insurance reasons. Unfortunately, we cannot offer use of microwaves or ovens to heat up food. If you have more questions about bringing in food from home, please ask. You can bring in your own drinks, but if you require hot water, cups, plates, and cutlery we impose a minimum charge of £6.50, please ask us about this option if you are considering bringing your own drinks. We often find it is more cost effective to go with our refreshment options.

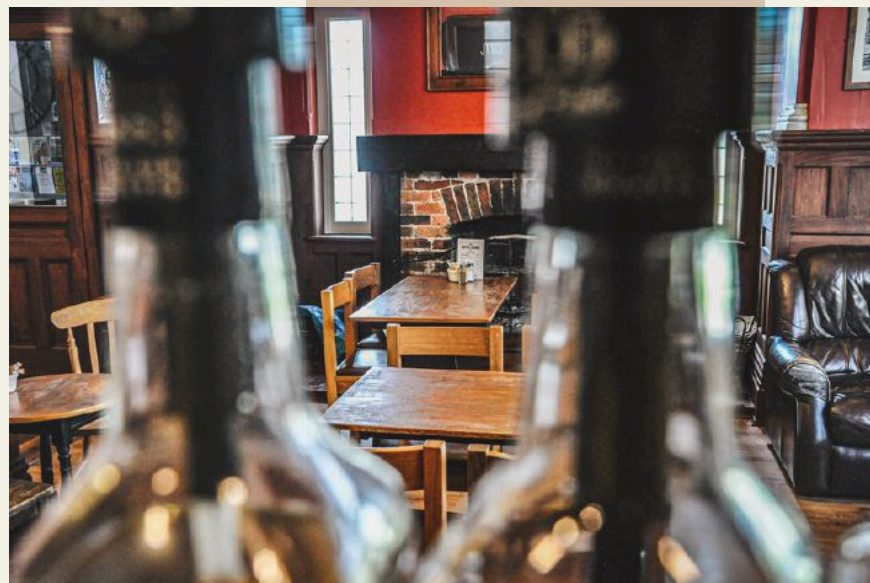
## I HAVE A DIETARY REQUIREMENT, WILL YOUR COFFEE LOUNGE MENU ACCOMMODATE ME?

We want The Coffee Lounge to be somewhere that anyone can eat and always try to provide vegetarian, vegan, and gluten free options. Gluten free options may not always be listed, but we normally can make menu items gluten free upon request. If you have a dietary requirement, please let a member of the team know and we will do what we can to best accommodate you.

## DO YOU HAVE CATERING SERVICES?

Depending on the time and day of hire The Pelham can offer in house catering starting at £9.50 per head. We also can recommend local catering teams if we cannot provide your request in house, so please ask us first.

## FAQs





## contact us

📍 THE PELHAM  
HOLLIERS HILL  
BEXHILL-ON-SEA  
EAST SUSSEX  
TN40 2DD

🌐 [WWW.THEPELHAM.CO.UK](http://WWW.THEPELHAM.CO.UK)

✉ [BOOKINGS@THEPELHAM.CO.UK](mailto:BOOKINGS@THEPELHAM.CO.UK)

☎ 01424 576304

