

# Hall Hire Reminders

## Keys / Hall access

- Key box number can be found in your booking confirmation email.  
The key box is on the garden shed nearest the white fire door at the rear or the hall (through the gate into the garden)
- After locking up please replace the keys in the key box and scramble the numbers

## Lights

- Check all lights are all switched off when leaving the hall – including the toilets
- Light switches are located beside the kitchen door and in the lobby

## Hot Water

- First switch on hot water. Switch by cooker, just press and it will switch itself off again, if you require more press again

## Waste

- Please take any food waste away – do not leave in bins at hall
- Please take any recycling home (cardboard, cans etc)
- Please ensure no used nappies are left in the toilet bins
- There is a black bin outside for any other waste

## Cleaning

- Please leave the hall in a clean and tidy at the end of your hire
- Vacuum cleaner is in the Ladies toilets and brushes are in the kitchen

- We do not provide tea towels or towels so please take your own if you require them
- If you use any of the tables, chairs or anything in the kitchen, (Fridge, Freezer, Microwaves and cooker etc.) please ensure they are left clean

## **Heating**

- If the hall heaters are needed £1 coins need to be added to the heater meter in the tall kitchen cupboard
- If the heaters do not turn on they may have been switched off at the fuse board. The fuse board is also located in the tall cupboard in the kitchen. Flip the fused switches back on to enable the heating

## **Internet access**

- The Hall has WiFi - see notice board in lobby for access details