

## HALL & KITCHEN FACILITIES

### **Kitchen Facilities:**

There is an additional charge of £25 to use the kitchen crockery/utensils/glasses. This will be added to your invoice on booking.

**Some of the following kitchen items are kept in a storage room in the corridor opposite the kitchen. If you require crockery/utensils/glasses, please include this request on your online booking form, or email [bookings@flaxbourtonhub.org](mailto:bookings@flaxbourtonhub.org) no later than one week before your booking date to ensure that you have full access to everything that you may require on the day of your event. To get into the storage rooms you will need the keys from the BOTTOM keystore.**

Spoons x 150  
Knives x 150  
Forks x 150  
Tea spoons x 80  
Side plates x 158  
Dinner plates x 207  
Shallow bowls x 130  
Mugs x 46  
Stainless steel water jugs (large) x 13  
Stainless steel milk jugs (small) x 13  
Stainless steel sugar bowls x 10  
Stainless steel tea pots x 10  
Pint glasses x 76  
Wine glasses x 170  
Glass tumblers x 165  
Glass water jugs x 15  
Cups & Saucers x 55  
An additional 39 saucers

1 10L water urn  
2 x fridges  
1 x microwave  
2 x kettles  
1 x oven with 4 hobs and grill

**Please note that for hygiene reasons, linen including table cloths, dish cloths and tea towels are not provided. We do not have rubbish/recycling facilities at FB Hub. Please ensure that all rubbish/recycling is removed from the hall at the end of your hire. Thank you.**

### **Hall facilities:**

Rectangular trestle tables x 14 (10 are 1830mm x 760mm x 700 high. The additional 4 are more suited to children: 1220mm x 760mm x 546mm high.) These tables are stored in the cupboard at the back of the hall and easily accessible.

Large round tables x 12 – Can be found in our storage rooms.

Portable stage in 4 pieces – Permanently installed at the end of the hall.

Chairs x 166 – 45 available in the hall. **An additional 105 chairs are kept in storage in the corridor opposite the kitchen (last room on the right). If you require more than 45 chairs please include this request on your online booking form, or email [bookings@flaxbourtonhub.org](mailto:bookings@flaxbourtonhub.org) no later than one week before your booking date to ensure access.**

PLEASE REPORT ANY BREAKAGES OR DAMAGE TO [BOOKINGS@FLAXBOURTONHUB.ORG](mailto:BOOKINGS@FLAXBOURTONHUB.ORG) – MANY THANKS!