

ESSENTIAL INFORMATION - TO BE RETAINED BY THE HIRER

Heating: The on/off switch is located in the kitchen on the wall to the right of the serving hatch

The water heater switch is near the main entrance

Water - The stop cock is located in the Gault Room

Electricity - Main Fuse Box- In the Store Room (key in the kitchen drawer) at the end of the corridor

Water or any other maintenance problems – please contact: Maureen James 01823 481111

First Aid - Boxes with plasters, dressings, antiseptic etc - located in bottom kitchen drawer. Use of any First Aid equipment should be reported to the Booking Administrator so that the First Aid boxes can be replenished for other hall users.

In the event of an accident please enter details in the Accident Book- located in bottom kitchen drawer and inform the Booking Administrator.