



# Hazelwood Memorial Hall Information



## Main Hall

The main hall measures approximately 14.5m x 6.1m, with a minimum ceiling height of 2.7m.

## Central Heating

Please do not adjust the programmed heating schedule, as it is set for the entire week. Even small changes can disrupt the overall programme.

If the heating is not on during your booking period, you may use the "Advance" button on the controller. This will switch the heating on immediately if it is off, or off immediately if it is on.

## Tables and Furniture

There are 8 folding tables with tubular legs, each seating approximately 6 to 8 people. These are stored behind the old stage area next to the ante-room.

There are also approximately 15 wooden card tables, each seating 4 people. These are stored behind the curtain in the corridor behind the stage area.

## Kitchen

The kitchen contains an electric water boiler, which should be switched on approximately 40 minutes before use. Once heated, it will provide boiling water.

Mugs for tea and coffee are available in the kitchen, along with jugs suitable for serving squash or other cold drinks.

The kitchen is also equipped with:

- Oven
- Fridge
- Cutlery
- Crockery

Please leave all tables, chairs, kitchen equipment and crockery clean and returned to where you found them after use.

## Before You Leave

Before leaving the hall, please ensure:

- All rubbish has been removed
- Tables and chairs are put away correctly
- Floors are clean
- Kitchen areas are left clean
- Windows and doors are closed and secured
- Lights, heating and appliances are switched off
- The hall key is returned as instructed

**Failure to follow these requirements may result in additional cleaning charges, repair costs, loss of deposit or refusal of future bookings.**