

Equipment included in your hire

HALL

Stage

Tables – 10 round banqueting tables (5'6"), 19 small round tables (3') and rectangle plastic tables (up to 15 tables) all stored under the stage

Chairs - 120 banqueting, cushioned chairs stored in the store room through the Comms Room (left of stage)

Sound System for use with your own device. Socket on wall, right of stage by the first patio door. (If required, adaptors are provided). Attach your device, take the blue remote control (Seki Slim) into the Comms Room and use the red power button to switch on the sound equipment. Note: use your own device to adjust volume and not the remote control

Large screen above the stage – use the EyeLINEpro remote control arrow down/up

Wall mounted projector and screen for use with your laptop. Instructions available on request. Please indicate if you require to use this facility when booking the Community Centre.

Wall mounted television in the Meeting Room - Instructions available on request. Please indicate if you require to use this facility when booking the Meeting Room.

Velux roof window – controlled by the square Velux remote control unit. Switch the unit on by pressing the 'home' symbol. Select 'open windows'. Please ensure the windows are closed before leaving.

Velux roof window blinds – controlled by white Velux remote control up or down arrows as appropriate

Patio blinds – gently pull the blinds down/up

KITCHEN

If you are using the main electrical appliances make sure the appropriate large red, wall mounted switch is on. Please switch off after use.

Dinner plates are stored in the warming cabinet used as a centre preparation unit

Refuge bags and additional cleaning equipment is stored in the cleaning cupboard located in the Comms Room. Please note colour coded system

PLEASE REMEMBER TO TAKE HOME ALL FOOD WASTE AND RUBBISH