

## GENERAL INFORMATION REGARDING THE USE OF THE READINGROOM

<b>ACCESS</b>	The Reading Room is accessed by the keypad on the front door. The code will be sent to you once payment has been received. Enter the code and turn the handle firmly to the right and push.
<b>LIGHTS</b>	<b>ON ENTRY the hall switch is behind the front door. All other switches are self explanatory</b>
<b>TABLES AND CHAIRS</b>	Chairs with black legs MAIN ROOM Chairs with chrome legs GARDEN ROOM Long tables store in space created IN GARDEN ROOM
<b>HEATING</b>	The Reading has storage heaters which are on at LOW throughout the winter. They will be turned up in excessive cold weather. The wall heaters can be used to boost the heat when required. They are on timers. If you use the coal fire please return the next day to RESET, and REFILL the coal box in main room from bunker out at back. Paper and fire lighter`s stored next to fireplace.
<b>CLEANING</b>	It is your responsibility to clean up afterwards and to leave the rooms as you found them, otherwise a charge will be incurred for extra cleaning. Henry the carpet cleaner is in the disabled toilet. The kitchen floor should be mopped and kept clean. Mop bucket and brushes are stored in the kitchen
<b>RUBBISH</b>	<b>All rubbish must be removed from the rooms and disposed of by the hirer. Bin bags provided</b>
<b>EMERGENCY EXIT</b>	FRONT DOOR AND TWO EMERGENCY DOORS AT THE BACK OF THE BUILDING
<b>TERMS AND CONDITIONS OF LET</b>	Please refer to the Terms and Conditions of LET. All music must stop at 11.30 (11pm on Sundays)
<b>ON LEAVING</b>	<b>Please ensure all lights, the cooker, water heater, urn and all heaters are turned off.</b>
<b>CONTACT</b>	<b>If you have any problems or queries please contact <a href="mailto:readroom22@gmail.com">readroom22@gmail.com</a> or in emergencies Betty 07703821125</b>