



# HIRER HANDBOOK

# QUICK REFERENCE

  
**Emergency contact**  
 Valerie Caplin  
 Booking Secretary  
 07553 522290

## Included in hire

  
**Main Rose Hall & Gibbs Room**

  
**Tables and Upholstered Chairs**

  
**Fully Equipped Kitchen and servery**

 **Music & PA System**  
 In locked kitchen cupboard with instructions - Small key on keyring


**Rose Hall Capacity**  
 240 closely seated  
 210 dancing  
 120 at tables  
**Gibbs Room**  
 50 seated



**Seating capacity**  
 Approx 140 red upholstered chairs  
 40 other type  
 Approx 50 tables of varying sizes

  
**Green Technology**  
 Responsive central heating system

  
**Piano**  
 Can be moved into main hall through the double doors


**WC**  


  
**WIFI**  
 Code on notice board


  
**30 Spaces**  
 **2 spaces & Access ramp**


  
**Playground**  
 Public access  
 Exclusive for children's parties & weddings

## Essential information

**Kitchen**   
**Oven** instructions in drawer below  
**Dishwasher** instructions hanging by the side

  
**First Aid Box** located in kitchen

 **Exterior Lighting**  
 Instructions on kitchen notice board. Light switch for front porch outside main door

 **Heating Thermostat**  
 instructions on notice board near kitchen door

  
 No Smoking

  
 Assistance dogs only

  
**Nearest Defibrillator**  
 In phone box opposite Henton Church

  
**All rubbish** must be removed at the end of hire