

# HIRER HANDBOOK

# QUICK REFERENCE



#### **Emergency contact**

Valerie Caplin Booking Secretary

07553 522290

Music

In locked kitchen

cupboard with

instructions - Small

key on keyring

Bluetooth

& PA System

#### Included in hire



Main Rose Hall & Gibbs Room

## Rose Hall Capacity

120 closely seated 150 dancing 100 at tables

> Gibbs Room 20 at tables



#### **Seating capacity**

Approx 100 red upholstered chairs approx 30 other type

Approx 50 tables of varying sizes



Fully Equipped Kitchen and servery



# Green Technology Responsive central heating system



Can be moved into main hall through the double doors





WIFI Code on notice board







# 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



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