

YETTINGTON HALL HIRE NOTES

KEY SAFE

- Located outside to the left of the entrance door
- The code to open the key safe will be issued before hire commences
- To open the key safe, dial in the code provided and push down the switch to left
- Contains padlock key to side gate & key to front doors
- Return keys on leaving
- Close safe and scramble combination code on leaving

PADLOCK TO DONKEY HUT

- The code to open the padlock will be issued before hire commences
- To open the padlock, dial in the code provided
- Close padlock and scramble combination code on leaving

SIDE GATE

- Key held in Key Safe

HOT WATER

- Immersion located in toilet
- Switch located on wall above immersion
- Hot water is fed to the sink in the kitchen and basin in the toilet.
- Please switch off on leaving

HEATING

- Turn on the two radiators in the hall from wall switches
- They are automatically set to 20C
- Please switch off on leaving

FUSE BOXES

- If a fuse trips in the Main Hall, the fuse box is located to the left of the wall units
- If a fuse trips in the Donkey Hut, the fuse box is located on the wall opposite the sink

CLEANING

- Vacuum cleaner stored in kitchen area in Donkey Hut
- Bucket & mop stored in kitchen area in Donkey Hut

PARKING

- Please park vehicles on the right when you enter, where there is hard standing under the grass.

CONTACT NUMBERS

- Chair - 07785 390902

CHECK LIST ON LEAVING

HALL

- Turn off radiators
- Ensure windows are closed and locked
- Pull down blinds
- Please ensure the Hall is left in a clean and tidy condition for the next hirer
- Turn off lights
- Lock the two front doors
- Return key to key safe and scramble combination code

DONKEY HUT

- Turn off water heater
- Please ensure the Donkey Hut is left in a clean and tidy condition for the next hirer
- Turn off lights
- Lock the front door padlock and scramble combination

GENERAL

- Take any refuse away with you
- Wash any crockery/cutlery used and put back in cupboards
- Replace any chairs/tables etc to original positions
- Leave the Hall and Donkey Hut in a clean and tidy condition
- Please close the gates after you when you leave