

YETTINGTON HALL HIRE NOTES

KEY SAFE

- Located outside to the left of the Hall entrance door
- Code: **8765** and push down black switch to left to open
- Contains padlock key to side gate & key to front doors
- Return keys on leaving
- Close safe and scramble combination code on leaving

PADLOCK TO ANNEXE

- Enter code **8765** and press button at the bottom of the padlock to open
- Close padlock and scramble combination code on leaving

FRONT DOORS TO HALL

- Key held in Key Safe
- The one key operates both doors

LIGHTS

- Light switches are located to the left of the front door and the door from the lobby to the hall
- Please switch off on leaving

SIDE GATE

- Key to open padlock held in Key Safe

HOT WATER

- Immersion located in toilet in Annexe
- 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 Annexe, the fuse box is located on the wall opposite the sink

CLEANING

- Vacuum cleaner stored in kitchen area in Annexe
- Bucket & mop stored in kitchen area in Annexe

CUTLERY & CROCKERY

- Please wash and dry any crockery and cutlery used
- Return items to their storage areas

PARKING

- Please park vehicles on the right or left of the drive when you enter, where there is reinforced matting under the grass.
- Please do not park on the grass beyond the reinforced matting

CONTACT NUMBERS

- Chair: 07785 390902
- Secretary: 07970 926549

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

ANNEXE

- Turn off water heater
- Turn off lights
- Lock the Annexe 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 Annexe in a clean and tidy condition
- Please close the gates on leaving