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# SAMLESBURY

# WAR MEMORIAL HALL

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## GENERAL INFORMATION FOR USERS

### Cleaning equipment

We provide the following cleaning equipment:-

1. Mop and bucket in the kitchen near the exit door
2. 1 dishcloth
3. 1 tea towel

Please bring any other cleaning products and equipment you may need with you.

### Chairs & Tables

There are 99 green chairs for use in the main hall. 50 remain in the hall around the edges of the room. The remaining chairs should be stacked 7 high in the store room as per the images and instructions provided.

There are 28 collapsible tables, 21 large tables and 6 small ones which should be stacked sideways on, 7 to a storage rack, and placed in the store room as per the images and instructions provided.



### Defibrillator

Located outside the left of the entrance door, full instructions are on the front of the machine.

### Barriers

The barriers in the car park are only open for large parties or groups. If you have requested access to the rear car park via the barriers you will be given the code for the padlocks the day before your booking. Please ensure you close and lock the barriers as you exit the premises.

Instructions for use of the barriers are on the wall above the mechanism cage