

---

# SAMLESBURY

# WAR MEMORIAL HALL

---

## GENERAL INFORMATION FOR USERS

### Cleaning equipment

We provide the following cleaning equipment:-

1. Mop and bucket in the kitchen near the exit door for kitchen use only
2. 1 dishcloth
3. 1 tea towel
4. Two wide sweeping brushes in the store room
5. Vacuum Cleaner in store room
6. Spray mop for main hall floor in store room

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

### Chairs

There are 120 dark grey chairs for use inside the main hall. The chairs should be stacked 8 high at each side of the stage beneath the windows as per the images and instructions provided (see below and in the hall) They remain around the edges of the room.



There are 20 plastic chairs for outside use. Please do not use the hall chairs.  
A further 40 chairs in the main meeting rooms.

## Tables

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



## Door Locks

Located outside to the left of the entrance door is the key pad for the front door lock. You will be given an access code 24 hours before your booking. Enter the code and the door will unlock. Open the door and go inside, turn to your right to see the door locks panels. If you wish to leave the door unlocked for your guests then turn the key a quarter turn clockwise to the OFF position to unlock the door lock completely. Please ensure you tune the key back to the ON position and check the door is locked before you leave.

The large round green knob can be used to exit if the door is locked. The emergency door release should only be used in an emergency and will need to be reset by a trustee if used.

## 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 us of the barriers are on the wall above the mechanism cage