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 SAMLESBURY   
WAR MEMORIAL HALL

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## GUIDANCE FOR USERS

If on arrival the hall is not as you would expect to find it, please inform a trustee and send photos as soon as possible.

Please return tables and chairs to their original position or to the storeroom if appropriate.

Please sweep and mop, if necessary, the floors and Hoover the committee rooms if necessary - brooms and vacuum cleaner are in the storeroom and the mop and bucket is in the kitchen.

Cups and any other kitchen utensils should be properly washed, dried and put back in place. If using the dishwasher, please follow the instructions and unload after use. The kitchen should be left clean and tidy and all surfaces wiped down. **Dish cloths and tea towels are not provided so please bring your own.**

Please check the toilets after your hire to make sure they are clean and tidy for the next hirer.

Please do not leave soiled nappies in any of the interior bins.

Please do not drop chewing gum or leave any litter on site.

The building is a no smoking venue including e-Cigarettes. If visitors choose to smoke outside, please ensure that any cigarette butts are placed in the receptacle provided by the entrance door.

Regular users: Please ensure all bins are emptied. Rubbish can be placed in the skip at the side of the building near the Centenary Garden.

Large events and parties: Please take your rubbish away as the hall does not have the facilities to deal with large amounts of waste.

Please consider the environment and reduce, reuse, and recycle whenever you can!

We are unable to collect recyclable waste, please take this home with you for recycling.

Please do not stick or pin anything to the walls, surfaces or stage.

Please always leave the hall as you would expect to find it.

Please advise us as soon as possible of any breakages or damage at your event

Please make sure that the hall is left secure on leaving and that the door is fully locked. If the door is left unlocked, then the person or group responsible could be liable and may incur costs if an incident subsequently happens.

Please treat the venue with respect. Please inform the trustees as soon as possible of any damage that you may have caused or of any problems you encounter. Trustee contact numbers are in the window by the entrance door. Without your input we cannot effect change.

As we have limited storage space, we are unable to provide room for hirers to leave any equipment at the hall. Anything left at the venue will be disposed of if unclaimed after 28 days.

**We are a Community Building and rely on the good will of our users to**

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