


SAMLESBURY



WAR MEMORIAL HALL

Inventory

Item	Description	Qty	Notes
For All Hire Use			
Chairs			
	Green hall chairs	99	
	Plastic spare chairs	36	
	Meeting purple room chairs	40	Around the walls in the meeting rooms
	Wooden bench seat	1	Entrance hall
	Patio chairs		
Tables & Sizes			LxWxH
	Conference table	1	274cm x 120cm
	Large folding tables	22	155cm x 69cm
	Small folding tables	7	121cm x 69cm
	Small stacking tables	3	110cm x 55cm
	Round meeting table	1	152cm
	Round coffee table	1	75cm
Kitchen Equipment			
	Cups	117	
	Mugs	24	
	Chopping board	2	
	Glass tumblers	6	
	Large tea pots	3	
	Small tea pots	3	
	Measuring jug	1	
	Dishwasher with fluid	1	
	Dishwasher trays	6	
	Kettles	2	
	Water boiler wall mounted	1	
	Microwave	1	
	Fridges	3	2 in kitchen 1 in bar room
	Oven & hob	1	
Cleaning Equipment			
	Mop & bucket	1	
	Henry Hoover	1	
	Dish cloth	1	

	Tea towel	1	
Bins			
	Swing bins	4	
	Sanitary bins	3	
	External dumper bin	1	For regular users only. Larger parties must take any rubbish away with them.
Stages			
	12' x 8'	6	Stages are in 2 half section of 6' x 4' not to be moved
Projector & Sound			
Main Hall	Mixer	1	Instructions on the top of the sound cabinet
	Wall monted speakers	2	Instructions on the top of the sound cabinet
	Projector	1	Instructions on the top of the sound cabinet
	Drop down screen	1	Instructions on the top of the sound cabinet
Meeting Room			
	Projector left room	1	Instructions on the top of the cabinet
	Screen for use with projector only	1	Instructions on the top of the cabinet
Lighting			
Main Hall	Strip lights and spot lights		Switches are labled and to left of the main hall doors
	Mirror ball roatating	1	Switches are labled and to left of the main hall doors
	Stage lights		On the left wall of the main hall above the sound box
Toilets	Ladies, Gents and 1 Disabled		All lights are passive and switch off automatically
Entrance			Switches are to the left of the entrance door
Patio lights			On the lefthand side of the main hall
Sculpture Lights			On a pre-set timer and not to be used by hirers
Parking			
Car Park Spaces	Marked spaces to the front and side of the building	30	Plus additional room behind the building for approximately 30 more. Please do not park on the road
Fire & Safety Equipment			
	Fire extinguishers foam	2	Entrance & main hall
	Fire extinguishers CO2	2	Entrance & kitchen
	Fire blanket	1	Kitchen
	Manual bell alarms	2	Entrance & main hall
	Defibrilator	1	Outside main entrance
	First aid box	1	Kitchen