



Important Notes for Hirers

Kitchen Facilities: The kitchen is equipped with a kettle, along with a selection of china and cutlery for your use. A hot water unit for drinks and a microwave are available in the Main Hall only. All kitchen facilities are included as part of the hall hire.

Kitchen Access: For health and safety reasons, children are not permitted in the kitchens at any time.

Washing Up: Please use the soap and cloth provided for washing up. Tea towels are not supplied, as they were frequently misplaced - please bring your own.

Toilets & Drainage: To prevent blockages, do not dispose of wipes, paper towels, or similar products in the toilets, even if labelled 'flushable'. Please use the bins provided.

Tables & Chairs: These are available free of charge. Please ensure they are clean and returned to their original position after use.

Cleaning & Tidiness: The Centre must be left in the condition in which you found it. Brooms are available in the Main Hall cloakroom and the Meeting Room kitchen. If excessive cleaning is required, charges will apply as per our terms.

Use of the Lobby: If you have hired the Main Hall, please note that the lobby must be kept clear at all times and is not included as part of your hire.

Evening Hirings: If your booking extends into the evening, please ensure that blinds are closed to minimise disturbance to neighbours.

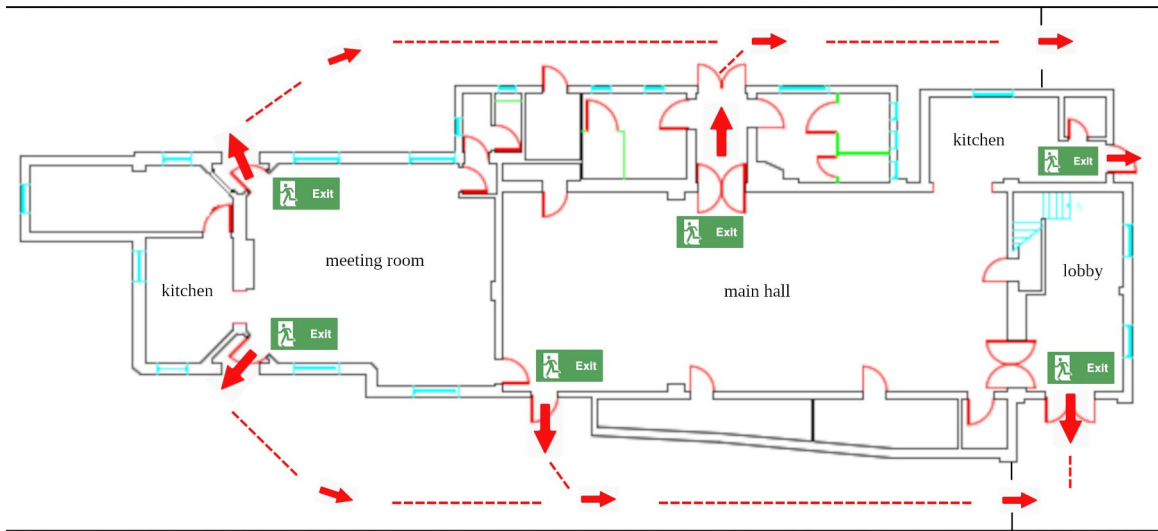
Waste Disposal: All rubbish must be bagged and placed in the large bin located along the right side path of the Centre. 2 bin bags are provided, please bring spare.

Booking Times: Setting up and clearing away must be completed within your booked time. Overrunning will be charged in accordance with our terms.

Exit Doors: For safety reasons and to allow the air conditioning to function efficiently, all exit doors must remain closed at all times during the hiring, except for arrivals and departures.

Urgent Contact: If you need to speak to us urgently, please call 01462 410157.

Escape Routes



Assembly Point: car park opposite Highover Way