

ROOKERY VIEW HALL

DO AND DON'TS OF HIRE

Emergency Number – Hayley 07882 789928

DO	DON'T
ENSURE YOU LEAVE AT LEAST 40 MINUTES FOR CLEANING AFTER YOU BOOKING. ENSURE THAT YOU ADEQUATELY HOOVER, MOP AND WIPE DOWN THE KITCHEN AS REQUIRED	TURN UP BEFORE THE TIME THAT YOU HAVE BOOKED AND PAID FOR. IT IS LIKELY THAT ANOTHER USER WILL BE IN BEFORE YOU
TAKE TEATOWELS, RUBBISH BAGS AND HAND TOWELS FOR TOILETS	OVERRUN YOUR BOOKED TIME AS IT IS LIKELY THAT ANOTHER USER WILL BE IN AFTER YOU
MAKE SURE THAT YOU OPEN THE BACK SHUTTERS WHEN THE HALL IS IN USE	STICK CELOTAPE TO OUR PAINTED WALLS OR GLASS DOORS
TAKE ALL YOUR RUBBISH WITH YOU WHEN YOU LEAVE	ALLOW VEHICLES TO PARK TO THE LEFT OF THE MAIN DOORS AS THIS AREA IS NOT SUITABLE AND VEHICLES WILL SINK ONTO WAST PIPES
INFORM SOFT PLAY COMPANIES, DJ'S ETC OF THE TIME THEY CAN ENTER THE HALL SO THEY DO NOT TURN UP EARLY AND DISTURB OTHER USERS	ALLOW SMOKING IN THE HALL OR ON THE GROUNDS.
FEEL FREE TO LEAVE THE DISHWASHER RUNNING WITH ITEMS IN IT RATHER THAN WASH THINGS BY HAND	USE THE HEATING IF YOU REALLY DON'T NEED IT. IF YOU DO NEED IT THE BOOST BUTTON IS ON THE CONTROL IN THE HALL FOR AN EXTRA HOUR
HELP US TO KEEP THE BUILDING CLEAN BY RETURNING ALL THE MOPS, BROOMS ETC TO THE CORRECT PLACES IN THE BATHROOM	

Heating

The building is on a heating timer, if you are cold the timer switch it in the main hall on the left wall. Please hit the button for an extra hour if needed.

Hot Water

The hot water for the kitchen is managed by a switch in the foyer on the right down by the skirting board. Please turn this on when needed. The water takes 10 minutes to heat up.