

AFTER YOUR EVENT

This is a copy of the notice on the lobby wall, next to the alarm. It is intended to help you when you leave.

Before you leave, please make sure that;

- All rooms are left clean and tidy
- All lights have been switched off in both of the halls and kitchen, as well as the store rooms and cloakroom
- If the air conditioning or heating has been switched on, please turn of it off
- All electrical appliances have been switched off
- All interior doors are closed and exterior doors are locked
- All windows are closed
- The intruder alarm has been set
- Both locks on the main door have been secured

Failure to comply with this notice, may result in additional charges being made so please ensure that you read it.

**WE HOPE THAT YOU ENJOYED YOUR EVENT
IN OUR HALL**