

# WELCOME TO SYRESHAM VILLAGE HALL

**As a new user of the hall we felt that you might appreciate some further information to help you make your event a successful one.**

**1**

## **Decorating**

We appreciate that you may wish to decorate the hall, but please refrain from sticking anything to the walls. If you close the curtains, please use the cord at the side of the windows.

**2**

## **Tables & Chairs**

You are welcome to use our tables and chairs, these are in the storeroom at the back of a hall, please make every effort to put these back in the correct place. (There are diagrams in the storeroom).

**3**

## **Outside Furniture**

There is outside furniture available for use on our patio, which is stored in the wooden shed outside. The key for the shed is in the cleaning cupboard. Please do return the furniture once you have used it.

**4**

## **Cleaning**

If you use the dishwasher, please follow the instructions provided. The code for the Cleaning Cupboard is 1948. Should you need to use the mop and bucket, please avoid using excess water as this can damage the floor.

**If there is any further information you require, please contact the**

**Booking Clerk or the Chairman**

(contact details can be found on your hire agreement)

**WE HOPE THAT YOU HAVE A GREAT EVENT  
IN OUR HALL**