

Sessay Village Hall Advice to Users

1. The entrance hall lights are to your right, behind the plant as you enter through main doors.
2. The Heaters in the hall have a key which is hanging above the right hand side Heater (facing away from the stage) at the side of the window. Please be careful with the on/off switch as it is a very small move from one to the other. Read instructions on heat at the side of radiator. Please make sure they are off when you leave.
3. Windows in the hall do open - some require keys to unlock which are on the window ledges.
4. The switch for the on stage lighting is high on the right hand side of the Stage as you face it.
5. If you need the piano the key is under the lid.
6. The oven is powerful and not very subtle - be warned if you are warming or cooking things.
7. There is a water boiler for hot water - switch on the wall.
8. Feel free to use the fridge but please do not leave anything in it after you leave.
9. As part of a thorough clean of the kitchen please empty bins. This is very important because of ants.

At the time of booking please let us know if you require to use:

Tables/table cloths/crockery/cutlery (We have tables for 100 and crockery For 50

The hall has no glasses or jugs

10. A box of cleaning products, Hoover bags, toilet rolls, paper towels and a Hoover can be found in the large cupboard on your left in the entrance hall. Please return after use.
11. Tables are kept in the corridor around behind the toilets - please return as found.
12. Dirty tea towels and tablecloths should be left in a neat pile in the Kitchen.

Thank you for using and taking care of our Village Hall

Key Holders Sue Geary 01845 501276 Brian Anderson 01845 501909
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