

KENDAL PARISH HALL

Housekeeping Information for hall users

Please leave the hall clean and tidy, in the condition that you would expect to find it. Brushes and vacuum cleaner are in the cupboard marked 'Broom Cupboard' next to the Men's toilets.

Do any necessary washing up, and store away all crockery etc in correct cupboards.

Empty any full bins and put black bags in green skip outside.

Cleaning materials are stored in the cupboard under the kitchen sink.

Please return all furniture to the "as found" state which should be:-

In the hall, - 15 tables stacked in the corner and 25 chairs stacked not more than 6 high.

In the kitchen – 4 tables as a rectangle in the middle with 12 soft chairs arranged round. Remaining soft chairs stacked at the back not more than 5 high.

(Note:- If users envisage needing more chairs and tables than this, then please ask Janet or Diane in booking office, in time for more to be made available.)

All lights switched off, door securely locked, key returned to key safe if used.

Thank you.