

# Buchanan Memorial Hall

## Booking Information

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| ACCESS             | When bookings are confirmed, the Hall will either be opened at an agreed time or the key will be available through the key lock.  |
| LIGHTS             | The main hall lights are located on the wall just inside and to the right of the large hall door.   |
| TABLES & CHAIRS    | These are stored in the large hall - please return tables and chairs to this location   |
| KEYS               | Please ensure that the keys are returned to a member of the committee or as arranged.   |
| HEATING            | The heating is programmed to come on at various times, but if you do require it, just follow the instructions on the control panel by the inner hall door. During winter the heating will be switched on before your event starts to let the hall heat up.  |
| CLEANING           | We do not employ cleaners for the hall so it is your responsibility to clean up afterwards and to leave the hall as you found it. The cleaning equipment is kept in the kitchen or the entrance way of the Hall. If you have any rubbish this will need to be taken away and disposed of by yourselves. |
| EMERGENCY EXIT     | Please could you remind people not to block the emergency exits.  |
| FIRE REGULATIONS   | Please become familiar with the fire regulations. These are available in the hall on the noticeboard and on the Hall's website.   |
| ON LEAVING         | Please can you ensure that the lights are turned off and that all appliances are switched off.  |
| TERMS & CONDITIONS | Please refer to the Terms & Conditions which are available on the Hall's website - <a href="http://www.buchananmemorialhall.co.uk">www.buchananmemorialhall.co.uk</a>   |
| CONTACT            | If you have any problems or queries please contact a member of the committee at <a href="mailto:info@buchananmemorialhall.co.uk">info@buchananmemorialhall.co.uk</a> or Maggi Milner on 01360870345   |