

---

 **SAMLESBURY** 

# WAR MEMORIAL HALL

---

## Inventory

Item	Description	Qty	Notes
<b>For All Hire Use</b>			
<b>Chairs</b>			
	Grey & Chrome hall chairs	120	Stacks of 8 and around the main hall
	Plastic spare chairs	36	In the store room for outside use
	Meeting purple room chairs	40	Around the walls in the meeting rooms
	Wooden bench seat	1	Entrance hall
	Patio chairs		See plastic spare chairs
<b>Tables &amp; Sizes</b>			<b>LxWxH</b>
	Conference table	1	274cm x 120cm
	Large folding tables	22	155cm x 69cm
	Small folding tables	7	121cm x 69cm
	Small stacking tables	3	110cm x 55cm
	Round meeting table	1	152cm
	Round coffee table	1	75cm
<b>Kitchen Equipment</b>			
	Cups	117	
	Mugs	24	
	Chopping board	2	
	Glass tumblers	6	
	Large tea pots	3	
	Small tea pots	3	
	Measuring jug	1	
	Dishwasher with fluid	1	
	Dishwasher trays	6	
	Kettles	2	
	Water boiler wall mounted	1	
	Microwave	1	
	Fridges	3	2 in kitchen 1 in bar room
	Oven & hob	1	
<b>Cleaning Equipment</b>			
	Mop & bucket	1	For kitchen use only stored at the back door
	Henry Hoover	1	In the store room
	Dish cloth	1	

	Tea towel	1	
	Spary mop	1	For main hall use only is in the store room
<b>Bins</b>			
	Swing bins	5	
	Sanitary bins	3	
	Pedal bins	2	
	External dumper bin	1	For regular users only. Larger parties must take any rubbish away with them.
<b>Stages</b>			
	<b>12' x 8'</b>	<b>6</b>	<b>Stages are in 2 half section of 6' x 4' not to be moved</b>
<b>Projector &amp; Sound</b>			
<b>Main Hall</b>	Mixer	1	Instructions on the top of the sound cabinet
	Wall monted speakers	2	Instructions on the top of the sound cabinet
	Projector	1	Instructions on the top of the sound cabinet
	Drop down screen	1	Instructions on the top of the sound cabinet
<b>Meeting Room</b>			
	Projector left room	1	Instructions on the top of the cabinet
	Screen for use with projector only	1	Instructions on the top of the cabinet
<b>Lighting</b>			
<b>Main Hall</b>	Strip lights and spot lights		Switches are labled and to left of the main hall doors
	Mirror ball roatating	1	Switches are labled and to left of the main hall doors
	Stage lights		On the left wall of the main hall above the sound box
<b>Toilets</b>	Ladies, Gents and 1 Disabled		All lights are passive and switch off automatically
<b>Entrance</b>			Switches are to the left of the entrance door
<b>Patio lights</b>			On the lefthand side of the main hall
<b>Sculpture Lights</b>			On a pre-set timer and not to be used by hirers
<b>Parking</b>			
<b>Car Park Spaces</b>	Marked spaces to the front and side of the building	30	Plus additional for approx 30 more to the rear of the building. No parking on the road
<b>Fire &amp; Safety Equipment</b>			
	Fire extinguishers foam	2	Entrance & main hall
	Fire extinguishers CO2	2	Entrance & kitchen
	Fire blanket	1	Kitchen
	Manual bell alarms	2	Entrance & main hall
	Defibrilator	1	Outside main entrance
	First aid box	1	Kitchen