

## HAMPSTHWAITE MEMORIAL HALL

Hollins Lane  
Hampsthwaite, HG3 2EJ  
Reg Charity No. 523703  
H.B.C. Licence No. WK/050606862

### Bookings:

Email: [Bookings@hampsthwaite.org.uk](mailto:Bookings@hampsthwaite.org.uk)  
Web: [www.hampsthwaite.org.uk/memorialhall/](http://www.hampsthwaite.org.uk/memorialhall/)



## “AFORE YE GO!”

We trust you have had a good experience in our Memorial Hall and found everything as you would wish to find it (*if not please report*).

As you leave, please check below to ensure a good experience for those who come after you.

### Have you (*unless arranged otherwise*) :

- Closed all doors (*lock front door on leaving if you are a key holder*)
- Opened all window curtains and blinds
- Closed all windows
- Returned all furniture to store (*or back to where you found it*)
- Washed and returned all crockery and cutlery to store
- Switched off the dishwasher
- Switched off the Lincat water heater
- Swept and collected all rubbish and taken it with you (*also vacuum cleaned the Foyer if needed*)
- Switched off Foyer computer if used
- Switched off all lights
- Ensured all heaters are left switched **on**

. . . and for users of the Stage and its equipment :

- Returned all stage lighting patched to the default setting (*see Patch Diagram*)
- Left the Green Room toilets clean and tidy
- Left the P.A. system switched **on**
- Ensured the on-stage film projector aperture is clear
- Left film projector in default condition (*i.e. HDMI input, Power Off, raise screen and replace all remotes*)
- Closed the Stage Curtains