



Banners & Posters brighten up the hall and may be put up, but:

- Please ensure ONLY the Dado rails / hooks are used for fixings
- You can Tape / Drawing pin to Dado Rails
- Only use Blue-Tack on the walls
- DO NOT stick 'ANYTHING' to Walls or Floor with TAPE
- Please ensure ALL decorations / fixings are removed
- Report any damage immediately to the Letting Secretary

**DO NOT DAMAGE WALLS, DOORS, FLOORS etc....**

**Please Note.**

**'DORGARD'**

**Door Stops:**



*Designed to close doors when the Fire Alarm is activated.*

- Will shut when there is loud continuous noise Incl. Music
- Cannot be held open when there is loud continuous noise
- Cannot be held open from ~9:00PM to ~6:00AM
- Must NOT be forced or tampered with

## Operation

**To Hold Door Open:**

- Position door over stop and gently depress top plunger

**To Shut Door, either:**

- Gently push door AWAY from you
- Gently lift plunger

**Please can you have a final check before you leave:**

- Make sure Oven & Urn are turned off
- Check Taps off in Men's / Ladies / Disabled Toilets
- Make sure Fire Doors and Windows are shut
- Make sure Chairs & Tables are correctly put away
- Please take home all Recyclable Rubbish
- Lock the front gate

Please leave quietly..... Thank you