

Dear Sir/madam

Thank you for placing a booking at the Anerley Town Halls.

In order for us to help you with your day, please provide us with a plan of how you would like the halls laid out.

On site we have round tables and celebration chairs which can be hired or 6ft long trestle tables along with chairs that come as standard. Crockery and cutlery needs to be brought in by the hirer.

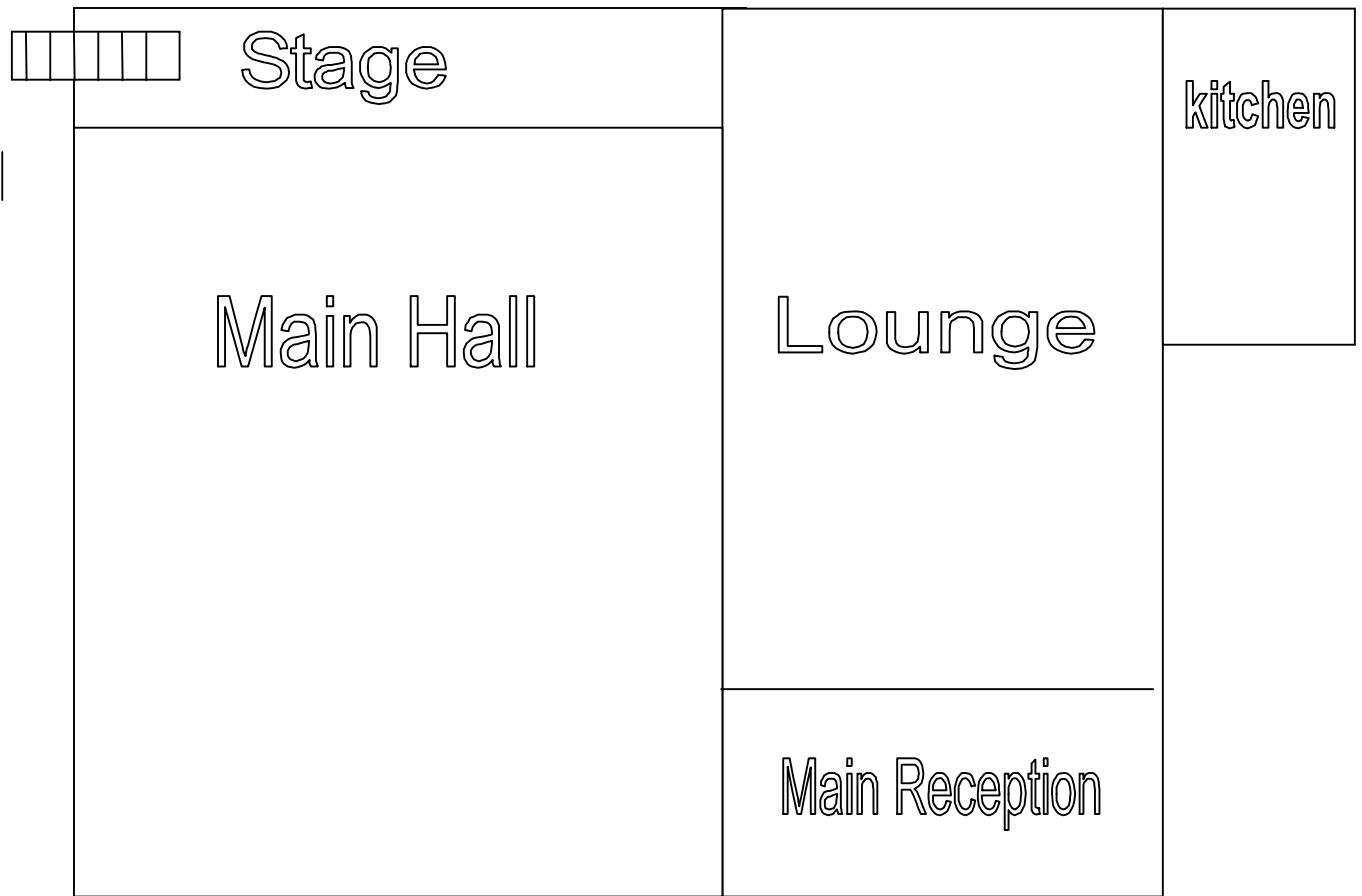
Attached you will find a floor plan of both the main hall and lounge area.

When you have completed this sheet please return to the main reception.

Yours sincerely

CPCDT staff

# CPCDT Halls Section



## Hall/Lounge specifications

The measurements of the main hall are as follows: 30ft wide by 59ft long

The measurements of the Lounge are as follows: 29ft wide by 30ft long

## Location of fire equipment

In the main hall located next to each fire exit you will find fire alert boxes and water extinguishers.

On the stage a carbon extinguisher, water extinguisher, fire hose and fire blanket.

In the lounge a water extinguisher is located on the wall.

In the kitchen there is a fire blanket and carbon dioxide extinguisher.