

NEW HALL TABLES

From: Mapua Bookings [mailto:mapuabookings@gmail.com]
Sent: Thursday, 28 June 2018 10:03 AM
To: Megan Grove-Roberts <mapuabookings@gmail.com>
Subject: New Tables . . .

Hello!

Some of you may have noticed that we now have new tables in the hall.

- There are 1.8m long (standard length) tables that are stored in the storage room off the side of the hall on trolleys with wheels:
- These need to be stacked front side to front side, then leg to leg to avoid damaging and scratching the tops. (as per attached photo)
- Please **do not drag** them along the floor, unfortunately they are heavier than the previous plastic tables so may need 2 people to carry them instead.
- Shorter 1.2m tables are stored in the cupboard with the curtain outside my office and again are stacked against the wall, top to top and legs to legs to avoid scratching.

ART GROUPS: I believe most of you are aware that we have left 8 plastic tables in the storage cupboard outside my office specifically for the use of the art groups as it doesn't matter that these get marked or scratched. If you don't have enough and do need to use the new tables, we trust you will cover them with a sufficient cloth or paper to avoid damage.

Thank you for your attention to this, please let me know if you have any questions or concerns about the hall.

Enjoy the rest of your week.

kindest Regards
Megan Grove-Roberts

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