

Date : 21/10/2024

Time : 11:20

User : KC

ACTIVITY LIST 21/10/2024 TO 27/10/2024

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07:00	07:15	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Neil - please unlock toilets - Spring Gardens and Gloucester Rd
10:00	16:00	1-Corn Exchange	Emporium Enterprises	Caretaker Notes: Annie - normal layout
10:00	16:00	2-Kitchen	Emporium Enterprises	
12:00	13:00	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Mid-day clean - Neil
18:00	18:30	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Neil - lock up toilets - Spring Gardens and Gloucester Rd. Clean
19:30	20:30	4-Court Room	Tewkesbury Town Council	Caretaker Notes: Planning
THU 24/10/2024		Resource Booked	Contact	Special Requirements
07:00	07:15	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Neil - please unlock toilets - Spring Gardens and Gloucester Rd
11:30	15:30	1-Corn Exchange		Caretaker Notes: Thermomix demo 4 tables and 4 chairs
12:00	13:00	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Mid-day clean - Neil
17:30	19:10	1-Corn Exchange		Caretaker Notes: Neil to open/close Heating on - Kate
18:00	18:30	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Neil - lock up toilets - Spring Gardens and Gloucester Rd. Clean
FRI 25/10/2024		Resource Booked	Contact	Special Requirements
07:00	07:15	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Neil - please unlock toilets - Spring Gardens and Gloucester Rd
09:00	16:00	1-Corn Exchange		Caretaker Notes: Mary (Craft Fair) - usual layout please Neil.
09:00	16:00	2-Kitchen		
09:45	10:15	8 - Other/tasks		Caretaker Notes: Boat
10:00	12:00	4-Court Room	Tewkesbury Town Council	Caretaker Notes: Space being used by tewkesbury safe for a launch event.

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Will be open anyway due to craft fair on

[REDACTED]
Community Safety Team Leader
Tewkesbury Borough Council

[REDACTED]

12:00	13:00	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Mid-day clean - Neil
18:00	18:30	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Neil - lock up toilets - Spring Gardens and Gloucester Rd. Clean
SAT 26/10/2024 Resource Booked				
			Contact	Special Requirements
07:00	07:15	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Neil - please unlock toilets - Spring Gardens and Gloucester Rd
10:00	16:00	1-Corn Exchange	Emporium Enterprises	Caretaker Notes: [REDACTED] - normal layout
10:00	16:00	2-Kitchen	Emporium Enterprises	
12:00	13:00	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Mid-day clean - Neil
18:00	18:30	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Neil - lock up toilets - Spring Gardens and Gloucester Rd. Clean
SUN 27/10/2024 Resource Booked				
			Contact	Special Requirements
07:00	07:15	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Neil - please unlock toilets - Spring Gardens and Gloucester Rd
12:00	13:00	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Mid-day clean - Neil
18:00	18:30	8 - Other/tasks	Tewkesbury Town Council	Caretaker Notes: Neil - lock up toilets - Spring Gardens and Gloucester Rd. Clean

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Watson Hall

MON 21/10/2024	Resource Booked	Contact	Special Requirements
09:00 09:15	8-Other/Tasks	Tewkesbury Town Council	Caretaker Notes: Neil please collect the battery from the VAS sign and charge, then return.
19:15 21:15	1-Main Hall	[REDACTED] Kickboxing	Caretaker Notes: [REDACTED] Kickboxing Neil to OPEN/CLOSE
TUE 22/10/2024	Resource Booked	Contact	Special Requirements
09:30 10:30	4- Bar - Room Only	Tewkesbury Town Council	Caretaker Notes: Watson hall catch up - Becky, Kate, [REDACTED] and Chris Danter. Neil/[REDACTED] please attend!
09:45 11:15	1-Main Hall	[REDACTED]	Caretaker Notes: Neil please open/close [REDACTED] weekly exercise class for older adults 20-30 expected 20-30 chairs will use kitchen for teas/coffees
09:45 11:15	3-Kitchen	[REDACTED]	
16:00 20:00	1-Main Hall	[REDACTED] Circus Performing Arts	Caretaker Notes: Circus skills class Neil please open/close 1 table out please
20:00 22:30	1-Main Hall	[REDACTED]	Caretaker Notes: [REDACTED] BAND REHEARSAL neil to OPEN/CLOSE
WED 23/10/2024	Resource Booked	Contact	Special Requirements
17:30 18:30	1-Main Hall	[REDACTED]	Caretaker Notes: Neil please open/close Health class run by NHS [REDACTED] is contact, [REDACTED] 10 expected so 10 chairs and one table out please

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THU 24/10/2024		Resource Booked	Contact	Special Requirements
19:00	22:00	1-Main Hall	Pub Singers	Caretaker Notes: Pub Singers
19:00	22:00	2- WH Bar - Staffed	Tewkesbury Pub Singers	
FRI 25/10/2024		Resource Booked	Contact	Special Requirements
09:45	11:15	1-Main Hall		Caretaker Notes: Neil please open/close weekly exercise class for older adults 20-30 expected 20-30 chairs will use kitchen for teas/coffees
09:45	11:15	3-Kitchen		
18:30	22:00	1-Main Hall	Paint Pot Parties Ltd	Caretaker Notes: Paint Pot party - puddings and paintings Staffed bar - 7.30-9.00pm. Event 7.30-9.30 NO prosecco on arrival this time Neil please open and close Please open back gate for access and dropping off painting equipment 5 tables and 20 chairs (banquet style) Rebekah is supervisor
18:30	22:00	3-Kitchen	Paint Pot Parties Ltd	
18:30	22:00	8-Other/Tasks	Paint Pot Parties Ltd	
19:30	21:00	2- WH Bar - Staffed	Paint Pot Parties Ltd	
SAT 26/10/2024		Resource Booked	Contact	Special Requirements
16:00	00:00	1-Main Hall		Caretaker Notes: Music/Charity event

NEIL - ACCESS 2PM PLEASE AND NOT 4PM (UNABLE TO CHANGE IN THE SYSTEM)! -12pm, event 8-11.30pm

Neil please open/close
10 tables and 60 chairs please
FRONT BAR TOO - 350 expected for the evening
Christina is duty manager.

16:00 00:00 8-Other/Tasks
19:00 00:00 2- WH Bar - Staffed
19:00 00:00 5-Front Bar

[REDACTED]
[REDACTED]
[REDACTED]