

To: Everyone	From: Denise Ashby
Subject: Christmas opening	Date: 18 th October 2011
Copy:: Frances Hill, Trustees	

Hello,

It's that time of year again when we all start thinking about the festive period, so we thought we would let everyone know our opening days for this year nice and early, so you may put them in your diaries!

Therefore the opening hours will be:

	GREENBORO	UNIT 2	GREENSHOOTS
23 rd December	Closed	Closed	Closed
24 th December	Closed	Closed	Closed
Christmas Day	Closed	Closed	Closed
Boxing Day	Closed	Closed	Closed
27 th December	Closed	Closed	Closed
28 th December	Open	Open	Open
29 th December	Open	Open	Open
30 th December	Open	Open	Open
31 st December	Closed	Closed	Closed
New Year's Day	Closed	Closed	Closed
2 nd January	Closed	Closed	Closed

Normal working hours will recommence on Tuesday 3rd January 2012.

The Christmas Party will be on Wednesday 21st December. Further details to follow nearer the time.

With kind regards,

Denise