

Please retain for reference

Checklist for hire of hall

NO SMOKING

NO STILLETTO HEELS

MAIN HALL AND COMMITTEE ROOM

The floors must be left in a clean and tidy condition as found.

Any spills or broken glass must be dealt with appropriately.

Cleaning materials are available in the boiler room.

KITCHEN

It must be left in a clean and tidy condition as found.

Tea pots emptied, crockery returned to its appropriate cupboard, cutlery left in trays provided.

ALL surfaces must be wiped clean.

ALL rubbish taken away **please**, otherwise the hall bin quickly overflows.

Any breakages or equipment failure must be reported to the Hall Manager please.

Dishwasher

All crockery must be wiped free of food before being put into wash. Cutlery must go into a bowl of water before wash.

Please see the instructions for operating the dishwasher posted on the wall above the machine.

At finish – remove sieves at 1st level when all water has been drained away. 2nd sieve on lower level must be unscrewed and removed and any remaining water mopped up with a dishcloth. The sieves must be washed and returned.

Public Safety Compliance

The following number of attendants are needed to be familiar with the location of the fire extinguishers and the procedures for the evacuation of the building in the event of a fire or other emergency.

Up to 25 persons – 2 attendants

Over 25 persons – 4 attendants

Please ensure you have the correct number of attendants familiar with the necessary information.

Thank you

I hereby agree to abide by the above conditions

(Signature of hirer)

(Revised March 07)