

## CHECKLIST WHEN HIRING THE HALL

### ITCHEN ABBAS AND AVINGTON VILLAGE HALL

Tel: 07947 191 229

Email: [manager@iaavillagehall.co.uk](mailto:manager@iaavillagehall.co.uk)

**NO SMOKING inside the Hall or under the canopy and NO STILETTOS**

#### Prior to your event ...

	YES	NO
Are you intending to sell <b>alcohol</b> at your event (even if the cost is included in the ticket price)?	Please complete the Sale of Alcohol form and return it to the Hall Secretary for approval as soon as possible after booking the event.	Nothing to do.
Do you wish to have <b>candles/night lights</b> at your event?	Please complete the candle Permission form and return it to the Hall Manager before your event.	Nothing to do.
Are you planning to use external <b>caterers</b> or other outside agencies (e.g. bands, DJs, bar companies, etc.) for your event?	Please check that they have valid public liability insurance and that any equipment they are going to bring to the Hall has been PAT tested within the last 12 months.	Nothing to do, except to ensure that any electrical equipment you bring to use in the Hall is in good working order.
<b>Bouncy Castles</b>	Please check that you have public liability insurance in place. The hall does not provide any insurance for the use of bouncy castles and cannot accept any responsibility in the event of any accident.	Nothing to do.

You may also like to advise any female guests of our rule about 'no stilettos'. This does not mean no high heels, but we ask people not to wear extremely pointy heels with metal tips as they cause damage to the hall floor. Thank you for understanding.

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### During your event ...

#### Public safety compliance

You must ensure that you have an appropriate number of responsible adults (over the age of 25) present at your event, as shown below. These people must 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.

Number of people present	25 people or less - majority over 16yrs	25 people or less - majority under 16yrs	more than 25 people – majority over 16yrs	more than 25 people - majority under 16yrs
Number of responsible adults required	2	4	4	8

Please note, that the release of Helium balloons/Chinese Lanterns is not permitted on any part of the premises of Itchen Abbas and Avington Village Hall.

The boiler room is not to be entered by anyone, except in an emergency to isolate the electricity

### After your event ...

#### Post event cleaning

Cleaning materials and equipment are kept in the cleaning cupboard, which is to the right of the entrance doors. Please ensure that:

- any spills or broken glass are dealt with appropriately, and as quickly as possible. There is a wet vacuum for liquid spills
- all decorations are removed carefully to leave no traces that they have been there
- anything that has been moved is returned to its original position
- the floors are left in a clean and tidy condition as found
- the kitchen and loos are left in a clean and tidy condition as found
- tables and chairs are wiped down if necessary before being put away
- the grounds are checked for any detritus
- all rubbish is to be taken away and disposed of elsewhere (the hall bin is not for hirers and if used you will be asked to return to remove your waste)

**NB. There is a bottle recycling facility behind The Plough pub next door**

# CHECKLIST WHEN HIRING THE HALL

## Use of the dishwasher

Please see the instructions for operating the dishwasher in the Manuals folder on the kitchen worktop. In particular, please note that the machine needs time to pre-heat and that:

- all crockery must be wiped free of food before being put into the dishwasher for washing
- all cutlery must be rinsed off in a bowl of hot water before going into the dishwasher
- once you have finished using the dishwasher:
- remove the sieve at the first level (once all water has drained away)
- then unscrew the second sieve on the lower level, remove it and mop up any remaining water with a dishcloth
- then wash the sieves and return them

## Kitchen cleaning

ALL surfaces must be wiped clean

- any crockery, pans, baking trays or other equipment that has been used must be thoroughly washed, dried and returned to its appropriate cupboard
- any cutlery used must be thoroughly washed, dried and returned to the trays provided
- everything except the fridge must be turned off (please be particularly careful to turn the oven off)
- any breakages or equipment failure must be reported to the Hall Manager as soon as possible

## Use of outside caterers and/or bar providers

Please be aware that it is your responsibility, as hirers of the hall, to ensure that your caterers and/or bar providers:

- have valid public liability insurance
- clean the kitchen (including the dishwasher) thoroughly before they leave
- turn everything off except the fridge
- take care not to remove any of our equipment from the kitchen
- take their rubbish away with them or make the necessary arrangements for its removal

If any of the items on our inventory of kitchen equipment are inadvertently removed, we will ask for them to be returned. If this does not happen immediately, we reserve the right to deduct an appropriate amount from your security deposit to pay for replacement equipment.

## CHECKLIST WHEN HIRING THE HALL

### Putting away tables and chairs

The majority of our tables and chairs are kept in the store room at the end of the main hall. There are plans to show how they should be stored:

- please place the rectangular tables in the trolleys and the round tables against the wall
- please stack the chairs in 8s and position them as shown on the plans
- please ensure that the staging is put away complete with the steps and the bag of plastic ties is placed on top of the stack

We do have some tables and chairs which are kept in the storage cupboard with the single door in the small hall (key to the top left of the door frame). These include four trestle tables and the red and yellow chairs. If you use these, please ensure that you return them to the correct place and do not put them back in the main storage cupboard.

### **Checklist when you are leaving the hall ...**

Please ensure that you have:

- Left the Hall clean and tidy
- Removed all your waste
- Stacked the tables and chairs correctly (perhaps take photographs)
- switched off the sound system and everything in the kitchen (except the fridge)
- switched off all the lights
- closed any windows that you might have opened and, in winter, closed all the curtains to keep the heat in
- closed and locked all the external doors

Signed.....

Exit via the main doors, lock them and either put the keys back through the letterbox in the kitchen door or, if you got them from a key box, return them to the same key box using the relevant code.

**If you have any queries regarding this information, please contact the Hall Manager.  
Thank you very much for your booking and for adhering to these guidelines. We hope that you have an enjoyable and successful event at Itchen Abbas and Avington Village Hall!**