

- No cars are to remain in the car park once the contracted party time has ended.

CLEANING UP

Please ensure all areas including toilets, kitchen (stage area and outside if used) are left in a clean and tidy condition. In particular please ensure that:

- Floor spillages are cleaned up as soon as possible to prevent damage to the hall floor.
- Kitchen crockery, utensils, equipment etc are washed and returned to their original places.
- Food and drink are cleared away.
- Used tables and chairs are cleaned and stacked away properly ensuring fire exits are left clear.

Please do NOT stack chairs more than 8 high.

- Floors are swept.
- Nappies are not left in the toilet areas.
- Kitchen surfaces/sink areas are left clean.
- Litter/Rubbish: please bring a supply of bin bags with you so that you can leave the hall clean and tidy for other users. Please remove all rubbish from the hall, toilets and kitchen and where possible take rubbish bags home with you.

STORED EQUIPMENT

All equipment and other property must be removed at the end of the hiring period. The Hall Management Committee accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss and damage is hereby excluded.

PLEASE NOTE, RIGHTS OF ENTRY TO THE HALL IS RESERVED AT ALL TIMES FOR NORTH STIFFORD VILLAGE HALL COMMITTEE MEMBERS AND/OR POLICE.

February 2024

