

Alciston & Selmeston Village Hall

SAFEGUARDING YOUR BOND -

Please ensure you read & understand the Terms & Conditions of the Hire Agreement

Use this checklist, in full, at the end of your event

GENERAL

FIRST AID KIT IS KEPT IN THE KITCHEN BY THE MAIN COOKER, please advise your hall representative if used
THE PREMISES LICENCE IS DISPLAYED ON THE NOTICE BOARD IN THE MAIN HALL. PLEASE ENSURE YOU HAVE READ & UNDERSTOOD THIS TO ENSURE YOU ADHERE TO THE LICENSING OBJECTIVES

Cleaning materials kept in inner hall cupboard, kitchen & bar

Landfill waste goes in the red Biffa bin. Recycling in the grey/green bins. Black bin liners supplied

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | Floors swept, clear of debris and mopped (if needed) | |
| <input type="checkbox"/> | Rooms to be emptied of rubbish, decorations removed & bins emptied | |
| <input type="checkbox"/> | Personal belongings to be taken away | |
| <input type="checkbox"/> | Heaters off | Anti-room - switch is in the bench/Entrance hall - switch on wall
Hall - Wall heaters next to stage, switch is in the kitchen fuse box
Hall - wall fan heaters at back of room (instructions on bar). Inner hall - on wall |
| <input type="checkbox"/> | Lights switched off | Outside veranda light switch is located in the hall next to the emergency exit doors
Outside car park light switch is located in the main hall entrance
Centre light switch is at the back of the hall. Hall side/up light switches are on the stage |
| <input type="checkbox"/> | Water heaters off | Kitchen - 2 switches on top of work surface. Bar - 1 switch on top of work surface
Anti-room - switch is located outside the toilet
Inner hall cupboard - 2 switches |
| <input type="checkbox"/> | Windows & doors closed & secured | Main hall entrance doors - left hand side is bolted inside, right hand side locked outside |

BE VIGILANT, SECURITY IS PARAMOUNT

KITCHEN & BAR AREAS

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | Dishwashers emptied, drained & dried out | This takes time. Instructions are kept on top of appliances |
| <input type="checkbox"/> | Crockery/cutlery/glasses stored away | Crockery & glassware cupboards/shelves labelled |
| <input type="checkbox"/> | Working surfaces cleared of debris & cleaned | |
| <input type="checkbox"/> | Sinks clear of debris & taps off | |
| <input type="checkbox"/> | Fridges & freezer emptied & cleaned | Kitchen fridge off. Bar bottle fridge & freezer left on |
| <input type="checkbox"/> | Cookers cleaned & switched off | Main cooker switch is to the right hand side of the appliance on the wall |
| <input type="checkbox"/> | All electrical equipment switched off & unplugged | |

TOILETS - GENTS/LADIES/DISABLED/ANTI-ROOM

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Loos flushed & left clean | |
| <input type="checkbox"/> | Washbasins & showers clear of debris & taps off | |
| <input type="checkbox"/> | Heaters, hand dryers & extractor fans off | |

STAGE

- | | | |
|--------------------------|-----------------------------------|--|
| <input type="checkbox"/> | Wi-Fi left on | |
| <input type="checkbox"/> | Speakers switched off & unplugged | |

MAIN HALL

- | | | |
|--------------------------|------------------------------|---|
| <input type="checkbox"/> | Tables & chairs stacked away | Specific trollies, secured in place |
| <input type="checkbox"/> | Centre fan off | Switch located to the left hand side of group of switches on stage. |

OUTSIDE

- | | | |
|--------------------------|-------------------------------|---|
| <input type="checkbox"/> | Car-parking sign taken inside | Kept in the inner hallway |
| <input type="checkbox"/> | Car park gate locked | Making sure the lock is far enough down to ensure it can't be lifted over the gate post |

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