

Ardleigh Village Hall - Responsibilities of Hirers

TO ALL HIRERS

1. **ALL** areas of the Ardleigh Village Hall are **NO SMOKING**. This includes the entrance, main hall, Committee room, kitchen, changing rooms, cloakrooms and store cupboards. This is most important – if not enforced then any deposit paid will not be refunded.
2. During the use of the hall: -
 - (a) De-humidifier controls must **NOT** be touched.
 - (b) Accidental spillages must be cleared up immediately.
 - (c) ALL accidents are recorded in the Accident Book, which is kept adjacent to the First Aid Box in the kitchen.
 - (d) Do not use tape on the floor to fix anything down
3. At the end of the hire, it is your responsibility to ensure that:
 - (a) Tables and chairs wiped clean, chairs in main storeroom must be stacked no more than **6** high. Please leave as found as this will be checked - tables are stored in store cupboard between toilets. Please use the trolleys to move chairs across the floor rather than dragged them across
 - (b) Kitchen utensils replaced in the cupboards and work surfaces cleaned.
 - (c) Toilets and basins are left clean and urinals have not been blocked up.
 - (d) All taps are turned off.
 - (e) All **rubbish** is **cleared up** and **taken away**.
 - (f) All floors have been swept clean but please do **not** wash the main hall floor.
 - (g) All windows and doors are securely locked on leaving the premises. Please check all rooms.
 - (h) Current Covid Requirements: Please clean all touch points including light switches, door handles and taps in toilets at the end of session
4. Notes:
 - To boost heating in main hall, press green button at the side of the gent's toilet.
 - Apart from clearing spillages, the hall floor should not be washed, as specialist cleaning is required.

Your deposit may be affected if these conditions are not met

Hirers signature