

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) Emergency lighting must be turned on – situated in the kitchen.
 - (b) De-humidifier controls must **NOT** be touched.
 - (c) Accidental spillages must be cleared up immediately.
 - (d) ALL accidents are recorded in the Accident Book, which is kept adjacent to the First Aid Box in the kitchen.
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 **5** high. Please leave as found as this will be checked - tables are stored in store cupboard between toilets.
 - (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 lights are switched off, including emergency lighting that should be left on during all sessions.
 - (h) All windows and doors are securely locked on leaving the premises. Please check all rooms.
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.