

HALL HIRER 2022

Please note that the key holder or person responsible for the booking of your session must have a copy of this checklist.

It will be their responsibility to ensure that the hall is left in a suitable condition.

Hall Check List For all Clubs and Hirers

WHEN LEAVING THE HALL PLEASE ENSURE THE FOLLOWING ACTIONS HAVE BEEN TAKEN.

Main Hall:

Turn off Heating.

(Switch thermostat to zero on the rear wall near the fire exit.)

Sweep floor (Broom in entrance lobby).

Place max of 52 chairs (4 high), and 5 small tables to the sides of the hall.

Surplus chairs returned to Pre School room next to stage (6 Stacks 9 high)

Additional small tables are stored on the stage at the back on right hand side

2 Large tables to remain in hall

Return all other large tables to cupboard in committee room.

All tables to be wiped clean first!

Small Hall /Committee Room:

Turn off Heating. (Switch located above sink unit)

Vacuum floor if required.

Check rear door is securely shut.

Turn off lights

Blue chairs with arms only in C/Room

Kitchen:

Wipe down work surfaces, cooker and clean sinks.

Return all crockery, cutlery and glasses to cupboards

Empty Burco Boiler if used.

Sweep floor.

Empty bin into the Wheelie Bin at side of hall.

Turn off **hot water heater**, switch located above light switch.

Toilets:

Please check they are tidy and the loos are flushed

Turn of taps, lights on a time switch.

Finally:

Turn off main light switches, Located at left hand side of main hall doors.

Lock main doors by dropping the Yale Lock on exiting

Make sure the key is returned to the key safe box

An additional cleaning charge will be applied if the next Hirer would be unhappy with the condition of the hall or its equipment.

Please Note: The main electricity trip switch is located in the entrance lobby

Hall Manager: David Brattle. Tel no. 07948 080689

