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| <p><b>COLLESSIE</b></p> <p><b>VICTORY HALL</b></p> <p><b>SC047973</b></p>                                                                                                                                                                                                             |  | <p><b>HIRER</b></p> <p><b>CHECKLIST</b></p> |
| <p><b>Contact details:</b></p> <p><a href="mailto:Collessievillage@gmail.com">Collessievillage@gmail.com</a></p> <p><b>Booking Secretary: Kevin Smith 01337 810358</b></p> <p><b>Treasurer: John Robb</b></p> <p><b>Chair: Susan Robinson</b></p> <p><b>Secretary: Pam Cooper</b></p> |                                                                                    |                                             |

### On arrival and during your event:

- **Fire safety:** Please familiarise yourself with fire exits and fire safety equipment and ensure participants at your event are aware of evacuation procedures.
- **Lights:** Familiarise yourself with all indoor and outdoor lighting.
- **Kitchen:** You are welcome to use the facilities, if agreed as part of your booking. Please respect the fact that some cupboards are reserved for the use of particular users.
- **Floor:** When moving chairs and tables please make sure they are lifted rather than dragged to prevent damage.

### After your event:

***Please note that the hall is cleaned weekly. However, we ask users to leave the hall in the condition they found it. Please do the following:***

- **Bins:** Please empty the kitchen bin (if full) into the outside bin and replace the bin bag. There is a blue landfill bin in the car park.
- **Recycling:** We are fortunate enough to host a Fife Council Recycling Point in the car park. There are recycling bins for glass, plastic, cans, paper and card behind the hall. Please recycle as much as you can into the appropriate bins.
- **Floor:** If required, please sweep the floor of the rooms you have used – there is a range of equipment in the kitchen area.
- **Toilets:** Check the toilets to ensure they are respectable.
- **Chairs, tables and other items:** Put away chairs, tables and any other items used during the let back to where they were taken from.
- **Security:** Ensure that all doors are secured, and all lights switched off on leaving. Please return any keys as per your booking arrangement.
- **Issues:** Inform the hall committee of any damage caused or issues of concern during the let.

***Thank You***

Revised: July 2025