

Additional Information for Hirers

1. Our Commitment to Data Privacy

Whitchurch Community Hall will require your personal data to manage your booking for the Hall and its finances. How we protect and use this information may be viewed in our Data Privacy Notice, a copy of which is available on request. We do not share any personal data with any third party.

2. Keys

Keys **MUST** be returned to the Bookings Officer immediately after the Hire Period ends, or at such a time that may have been previously agreed with the Booking Officer. A charge of £20.00 will be made for any lost key.

3. Hall Closedown

Please leave the Hall clean and tidy. Sweep or dry mop the floor(s). If necessary wet mop any spillages etc. Brushes and mops for your use can be found in the alcove next to the Kitchen door.

Return all equipment, tables, chairs, utensils, cups, glasses, tableware etc to their original and correct storage places in a clean condition.

Make sure that all lights are turned off.

Make sure that all external doors and windows are closed and securely locked.

All curtains must be drawn shut.

Make sure that all internal doors are closed. They should not be left wedged open as some are fire doors.

Remove **ALL** your contents from the fridge in the Kitchen.

Check that the **Hot Water** switch above the sink in the Kitchen is in the **OFF** position.

If you have used the hot water urn, please make sure that it has been emptied and is unplugged.

If you have used the cooker please make sure that the hot plates and/or the ovens are all switched off. **DO NOT** switch off at the wall.

Empty the Kitchen waste bins into the outside **BLACK** dustbins.

Make sure that all exit doors are securely locked on leaving the premises.