

ON ARRIVAL

The User is responsible for checking that all the escape routes are free of obstructions, fire exit doors are operating properly and fire fighting equipment is in place. Any problems should be reported immediately to the Hall's nominated person for fire safety, It is the responsibility of the User to be satisfied that the Hall is safe to use.

END OF HIRE CHECK LIST

- All rubbish to be bagged up and removed (please advise booking secretary if assistance is required)
- All tables and chairs to be stacked away – as per instructions on store wall
- All crockery, cutlery and other items to be washed up and put away
- Refrigerator to be emptied and cleaned. Dishwasher to be drained down and debris removed
- All appliances and lights to be switched off – particularly dishwasher and urn on wall
- Return main hall thermostat to 20° if it has been adjusted
- Any damage, breakages, or malfunction of equipment to be reported immediately to the bookings secretary – report forms are in leaflet holder in lobby
- The hall keys to be returned to the bookings secretary; a £25.00 charge will be made for any lost keys
- Check the car park spot light has been switched off
- **THE HIRER** shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the committee shall be at liberty to retain part or all of the deposit

with which to pay for any additional cleaning, rubbish removal or repairs required.