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. 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 - black sacks available under the window sink.
- Vacuum the lounge and hallway - Henry vacuum cleaner is in the cleaning store by the ladies' toilets.
  Use a DAMP mop to wipe the floor of the main hall
- All tables and chairs to be **wiped down** and stacked away – as per instructions on store wall. 4 small tables and 16 chairs (red) in lounge.
- All crockery and cutlery to be washed up and put away
- Refrigerator to be emptied and cleaned. Dishwasher to be drained down (instructions on the wall) and debris removed
- All appliances and lights to be switched off in the kitchen – particularly dishwasher and urn on wall
  Check the toilets and turn off all other hall lights.
- Close and lock all the windows
- 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
- **The hall must be left in a clean and tidy condition as often there is a follow on booking after you have left. You are likely to forfeit your deposit if you fail to carry out these instructions.**

- **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.