

HIRERS ARE ADVISED TO PRINT THIS PAGE AND TAKE WITH THEM TO THE PREMISES ON THE DAY OF THEIR HIRE.

Keys: Can be found in the key safe located on the side of the hall. The code is included in the booking confirmation sent to you prior to the hire. Please ensure that they are returned here for the next hire.

Lighting: Switches are located inside the cupboard by the main door along with posted instructions. Stage light instructions are posted by the master power switch on the stage and the unit for control of each light is upstairs in the storage lobby. Do not touch the lights themselves or their plugs.

Heating: This is controlled by an on/off switch located in the lobby between the two kitchens and adjacent to the fire extinguisher. The temperature is pre-set.

Cleaning: The hall **must** be left in a clean and tidy condition. Cleaning equipment will be found in the cupboard by the main door. Please ensure all surfaces have been clean, and the floor has been swept through. Hirers must remove their rubbish.

CHECKLIST - We recommend that at the end of the event or activity the hirer uses the checklist to make sure they leave the hall in the same condition it was found.

TICK

- You should return the hall to the condition in which it was received - use the trolleys to move stacks of more than 6 chairs, return the tables to their designated storage places.
- Are all doors and windows closed?
- Are all water taps turned off?
- Is the boiler in the kitchen turned off?
- Have you pumped out the dishwasher?
- Is the heating turned off?
- Are all the lights off?
- Have you removed your rubbish?
- Have you locked all of the doors?
- Returned the keys to the key safe?.
- Completed the Accident Book if necessary?
- Reported any damage, breakages or losses via the book in the kitchen?
- Paid any balance of hire charges to the Treasurer/Booking Secretary?