

## **Sheriffhales Village Hall Check list**

**ANY** problems on entering the hall, please report these to the booking clerk.

immediately.

Please note the hirer's is responsible for ensuring;

- All doors and windows are closed by 10:30 pm
- Parking does not restrict access to local residents (horse boxes regularly go past the hall).
- No one trespasses on to the school grounds.

### **On leaving the Hall**

***Please leave the hall how you would expect to find it.***

- The hall
  - o The floor is swept (any spillages should be cleaned up immediately).
  - o Tables (cleaned) and chairs are returned as found to the right hand cupboard tidily and safely - Chairs to be stacked no more than ten high.
- The kitchen
  - o All surfaces are clean
  - o Crockery and glasses are washed and returned to cupboards.
  - o Cooker & fridge are empty and clean o The Cooker turned off at the wall
  - o The Water Heater turned off at the wall
  - o The Dishwasher is DRAINED and turned off at the wall.
  - o The floor is swept and mopped
- The toilets and sinks are left clean and tidy and the floors swept and mopped.
- Check all electrical items have been switched off.
- **Please check ALL emergency exit doors are secure.**
- All bins are emptied - **Please take your rubbish home with you.**
- Please report any breakages or damage to the booking clerk.

***A £40 charge will be made or deducted from the hirers deposit should the Hall be left in an unsatisfactory state. eg. Not cleaned to a satisfactory standard, or furniture not put away correctly.***