

Check List for Hirer's

The **FIRE** procedure. In case of fire Sound Alarm, exit by nearest fire exit close all doors behind you. Fire extinguishers and blankets available in numerous locations. Do not put yourself at risk if choosing to tackle a fire.

Assembly point- Monument on Village Green. Call 999 for emergency help.

FIRE DOORS MUST NOT BE PROPPED OPEN



THE FLOOR This hall has a sprung wooden dance floor which is **highly prized** and requires special care and precaution to be taken over it – Do NOT mop! Clean up spillages immediately. You **MUST SWEEP** it at the end of your hire. Broom cupboard at back of hall

Sound System. Instructions located on side of black box (no need to open the box). Remember to turn off!

Lighting. Main lights switch left of stage, wall lights by front door, disco lights (in meeting room in box at head height through door on left of the stage).

Kitchen. SWITCH OFF electric water heater and check ovens are off. Close Hatch. Clean all surfaces and mop floor (mop is in the cupboard by kitchen fire exit). Instructions for use of equipment in Hirer's File. **Hirer's File (Green folder)** located in kitchen and meeting room, where contact details of the committee members AND use of equipment documents AND Risk Assessments can be found. **First Aid box and Accident book** located in kitchen.

Tables and Chairs. All are to be **returned facing the same way** to maximise stacking effectiveness and safety from collapse. See photos in storage locations.

Waste disposal, Sweep ALL floors and empty all BINS including meeting room, toilets, hall, and kitchen and please take it home for disposal. Bin bags located in kitchen cupboard.

Cleaning. Leave everything as it is found and **WHERE** it was found. Everything is labelled.

Closing Up. Safely exit the building by closing windows and locking all doors after use. Return door keys to the key safe. You will have a unique access code that is null and void after your hire.

THIS HALL IS RUN BY A VERY SMALL TEAM OF VOLUNTEERS.

PLEASE SUPPORT OUR HARD WORK AND ENDEAVOURS TO MAINTAIN THIS NOT-FOR-PROFIT COMMUNITY SPACE FOR ALL OUR VILLAGERS BY LEAVING THE HALL AS YOU FOUND IT OR BETTER. THANK YOU!