

Whitehill Village Hall – Hirer's Checklist

The following checklist has been produced to help you run a smooth event.

The Hirer the person who is named of the Booking Form is responsible for anything that happens during the Hire Period and **MUST** be fully aware of all the Hire Terms and Conditions of which this document forms a part.

Upon Arrival

The Hirer shall ensure that:

1. the Hire Terms and Conditions have been read and are fully understood by all supervisory persons before the event starts
2. Suitable supervision is in place where required, and that where appropriate, there is a designated person responsible for overseeing the Safeguarding procedures
3. During occupation of the room(s) being hired, fire exit procedure is clearly understood by all present
4. All identified fire exit routes are kept clear
5. Fire exit routes and outside assembly point are understood by all in attendance
6. The Hirer is responsible for the evacuation of the persons on the premises in the event of an emergency.
7. If required, an appropriate alcohol licence has been obtained and shown to the Booking Secretary prior to the event. The person named on the booking form will be the Designated Person responsible for ensuring legal requirements are observed.
8. Any persons providing food for an event held in the Hall must understand that it is their responsibility to be aware of, and to abide by, the legal requirements of the Food Safety Act 1990. The Trustees are not responsible for any food brought into the building: the hirer is responsible for removing all food waste.
9. Nothing is stuck / attached to the walls or to curtains
10. Care is taken when moving stacks of chairs: a chair trolley is provided to enable this
11. A strict NO SMOKING POLICY inside the Hall be enforced.

Any person in breach of the NO SMOKING POLICY shall be asked to leave the premises immediately.

Any smoking outside and in the immediate vicinity of the Hall is to be controlled by the Hirer, having regard to pollution and risk, and any smoking debris shall be cleared away by the Hirer on completion of the period of hire

Emergency contact details:

Bookings Secretary: Beryl Parsons +44 (7411) 053565

Chairperson: Alan Waterhouse +44 (7976) 161363

When Leaving the Premises at The End of your Hire

Main Hall / Activity Room / Café

1. The room(s) used should be left clean and tidy once you are finished
2. Clean up/mop up any spillages (preferably immediately after occurrence)
3. Ensure floor(s) is/are clean, dry and swept
4. Chairs are to be stacked eight-high and arranged tidily in the position they were in at the beginning of the hire.
5. Tables should be cleaned and placed on the trolleys where they were at the beginning of the hire
6. Audio/Visual Equipment is switched off and screens returned to closed position
7. Check all windows are closed and secured

Kitchen

1. Leave kitchen as found: work surfaces/sink, and floor clean, oven, hob and the refrigerator is cleaned with no food left inside
2. Ensure that the dishwasher is emptied (follow instructions)
3. Ensure that all appliances and lights are turned off (except for the fridge)
4. Check that taps are all turned off
5. Remove all rubbish, glass and paper. Recycling bins are outside the hall. Any other rubbish must be taken away by the hirer.
6. Check all windows are closed and secured

Toilets

Check that all toilets are tidy, and that there are no running taps, nor waste matter in toilets or in urinals

If applicable to attendees, baby nappies are placed in the correct nappy bin in the disabled toilet only, and that the baby changing table and facilities are left clean and tidy.

Outside Village Hall

Check the outside of the building is clear of rubbish (including cigarette butts) and is damage-free

Other

1. Take away anything that you have brought with you
2. Switch off all lighting in all areas used. External lighting will operate automatically.
3. Ensure all external doors are securely closed and locked. Check both door handles.

Please ensure that you and your guests leave quietly and respect the neighbours of the Whitehill Village Hall

Please report any breakages, problems, incidents, feedback to us via booking@whitehillvillagehall.co.uk

Following these procedures ensures the Hall will be ready for the next user. Thank you.