

One Off Hirers check list:

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| Have you Paid? | |
| You can use the kitchen - <i>fridge, 2 ovens, hob & microwave.</i> | |
| Can use the water urns, can take downstairs but please return to upstairs kitchen. | |
| Lift - <i>for Health & Safety please do not use it alone. Press & hold "G" button to go down, "1" to come up.</i> | |
| Please make sure that children are not upstairs on their own | |
| Small kitchen off Hall - <i>please do not use fridge or microwave, they belong to pre-school - any crockery used to be cleaned. We do not provide washing up liquid or washing up sponge or tea towels.</i> | |
| Mop and brushes in the kitchen area | |
| Chairs - <i>please stack red seat side outwards, if any broken they will be charged</i> | |
| Decorations can be stuck to the blue strip only please | |
| Blinds and cords - <i>to repair the cord is £30.00</i> | |
| If using a disco/entertainer - do not use a smoke machine as this will set the fire alarm off. | |
| Fire doors - <i>open from inside, stay open, cannot get in from the outside</i> | |
| Can use the outside area - <i>but clear all rubbish away</i> | |
| All rubbish to be taken home please | |
| Shown how to unlock and lock the building - given instructions | |
| Before leaving please ensure all lights are off and you have left the room as clean as you found it. | |
| Any problems or concerns please contact - Mr John Fortune (caretaker) 01276 859056 | |
| If the smoke alarm sounds - <i>follow the procedure stuck on the wall.</i> | |
| Please respect our neighbours and leave quietly - thank you | |
| No smoking in the garden please <i>This is a NO SMOKING BUILDING</i> | |