



Checklist for All Users

Please contact **Ms Madeleine Dunham** on **07733 333032** a few days before your booking to arrange the key or to be let into the Hall.

Please Note:

1. If using the kitchen please take a dishcloth, washing liquid and tea towels as these are not supplied.
2. **Do not stick anything to the hall walls** with either Sellotape or Blue Tack as these damage the paintwork on removal of the posters/decoration.
3. The Management Committee wishes to advise users and visitors that it cannot be held responsible for the loss of, or damage to, any personal property brought into the premises.
4. The Committee reserves the right to invoice the hirer should there be any damage to the property or contents and/or additional cleaning duties required to put the hall back into good condition. To assist you, please go through the following list: -
 - Ensure the music is turned off by 10.00 pm.**
 - The hall is left clean and tidy with all floors swept and tables and chairs cleaned and stacked. Chairs must not be stacked more than five high.
 - All rubbish must be removed from the site.**
 - On leaving the hall all lights and electronic sockets should be turned off, **taps turned off** and the door locked.
 - If the kitchen is being used, please clean the microwave as well as the work surfaces and sink.
 - Care must be taken to ensure that the toilet does not become blocked.
 - If anything is taken outside the main hall, please ensure that it is put back.
 - Report any damages.**
 - If there are any damages on arrival, these should be reported to the booking secretary or other members of the hall committee straight away.