

HARLEY VILLAGE HALL – HIRERS INSTRUCTIONS

Entry procedures

1. During the hours of darkness, it will be necessary to use a torch to light your way to unlock the main door.
2. Control switches for electrics are found either side of the door as you enter. (Down = ON; Up = OFF)
3. Light switches are clearly marked.

After event checklist

1. Food / drink to be cleaned off chairs, tables and floors.
2. Chairs to be stacked no more than 5 high, and stored against the wall either side of the fireplace. Please keep Fire Exit clear of obstructions.
3. Tables to be placed along the wall at the entrance door end of the hall.
4. All floors to be swept, vacuumed, and/or mopped as appropriate.
5. Toilets to be thoroughly cleaned (incl. rim & seat) and sink / wash basin taps to be cleaned and turned off.
6. Heating and lights to be switched off in the main hall.
7. Water Heater in the kitchen to be switched off.
8. All bins to be emptied and rubbish to be taken away.
9. Ensure the windows in the ladies' toilet and the kitchen are closed and secured.
10. Exterior doors to be closed and secured.
11. Breakages / Damage to be notified to the Booking Secretary (There is a breakages box in the kitchen for donations for small breakages)

Exit procedures

1. Ensure that instructions are followed as directed on the After Event Checklist as above.
2. At night press the 'Timer for Leaving' rocker switch, then switch off all lights (up) situated to the right of the front door. This will ensure that the pathway and carpark remain illuminated for about 15 minutes.
3. Switch off (up) the control switches either side of the front door. Note that the toilet lights are on a timer and may not go off at this time.
4. Exit and lock the front door.
5. Hall key to be returned promptly, as arranged.

THANK YOU FOR YOUR CO-OPERATION