



## HIRER CHECKLIST

**PLEASE READ THOROUGHLY BEFORE USING THE BUILDING**

Please help us ensure 'the Barn' can be enjoyed by all and that hire fees remain low.

**PLEASE LEAVE THE HALL CLEAN AND TIDY, READY FOR THE NEXT HIRER!**

Do not attach any decorations to the wallpapered walls – use Blu-tack/Sellotape on window frames and painted surfaces, and drawing pins/Sellotape on beams, but avoid using staples.	<input type="checkbox"/>
All tables must be protected with a suitable table covering.	<input type="checkbox"/>
Any music must be kept to a reasonable level and not so loud that it can be heard by adjacent neighbours with doors and windows closed.	<input type="checkbox"/>
<b>END OF HIRE</b>	
Chairs must be cleaned off and stacked on the trollies provided (adjacent to the piano and in the left-hand stage cupboard). <b>CHILDREN ARE NOT PERMITTED IN THIS CUPBOARD.</b>	<input type="checkbox"/>
All floors must be thoroughly swept or vacuumed, and spillages must be mopped immediately.	<input type="checkbox"/>
Any food items, such as cake, sweets or chewing gum, stuck to the floors must be removed.	<input type="checkbox"/>
Ladies & Gents, toilets must be flushed, floors swept, any spillages mopped, and bins emptied.	<input type="checkbox"/>
All kitchen, toilet, and nappy bins are to be emptied, and the kitchen bin is to be given a new liner.	<input type="checkbox"/>
Items should be removed from the fridge and freezer.	<input type="checkbox"/>
The ovens are left clean, and the dishwasher is empty.	<input type="checkbox"/>
All crockery and cutlery are to be returned to their cupboards and drawers, clean and dry.	<input type="checkbox"/>
Dirty tea towels are to be left in the labelled container in the kitchen for washing.	<input type="checkbox"/>
All personal items and decorations were removed from the building.	<input type="checkbox"/>
The outside area must be litter-picked and left tidy.	<input type="checkbox"/>
Clean, recyclable items can be deposited in the orange-lidded bin outside, loose and not bagged! <b>No rubbish or food can be deposited in this bin.</b>	<input type="checkbox"/>
Rubbish must be removed from the premises and taken home for disposal - <b>no rubbish can be deposited in the outside black bin.</b>	<input type="checkbox"/>
All lights, room heaters and water heaters must be switched off, including the water heater under the sink.	<input type="checkbox"/>
Switches to the oven, fridge & freezer are to be left on.	<input type="checkbox"/>
Fire exit doors and windows must be securely closed.	<input type="checkbox"/>
The outer door must be securely closed and not left unlatched.	<input type="checkbox"/>

Your guests must be respectful of our neighbours, and noise levels must be kept low when leaving.

**NO** vehicles can be left in the car park after the end of your hire.

The Key **must** be returned to the Bookings Secretary at 6 Heath Green, opposite the clock tower at the end of your hire.

**PLEASE REPORT ANY REPAIRS OR OTHER ISSUES TO THE BOOKINGS SECRETARY  
NO LATER THAN 24 HOURS AFTER YOUR BOOKING**

Phone: 01525 600 250 or 0203 026 6287

Email: [bookings@heathvillagebarn.co.uk](mailto:bookings@heathvillagebarn.co.uk)