

HORSTED KEYNES VILLAGE HALL HIRER CHECKLIST

Feb 2026

The Village Hall is used as a Preschool and Post Office and so it is important that you leave it as you found it so that no members of the public are put in danger due to glasses left out etc. Some key items to remember have been included below for ease.

BEFORE:

- Obtain all the licences necessary for my booking i.e. [Alcohol sale](#)
- Arrange a time to pick up the key from the Bookings Secretary
- Ask permission for any electrical devices/lighting that I plan to bring and use
- Make sure you are familiar with the heating controls
- Advise if I would like to hire AV equipment (speakers, microphone, screen, projector, disco lights) or the popcorn machine
- Take a photo of each hall and courtyard as a reminder of where to put things back

DURING:

- Make sure that there is no smoking or vaping inside or in the courtyard and that anyone smoking outside the Main Hall uses the cigarette disposal bins.
- Make sure any children are supervised by adults at all times and appropriate safeguarding practices are in place
- I (the hirer) will be present at all times or if not then have advised the Booking Secretary of another nominated adult and their contact details

AFTER:

- Remove all consumables from the fridge, freezer & oven
- Make sure that guests haven't left any property or glasses/crockery/rubbish out - check windowsills, the loos, the courtyard and the corridors
- Clean and put away crockery, cutlery, furniture and toys used - NB. chairs stacked in 2 rows of 10 facing each other against the side of the small hall - no additional rows
- Sweep the floors and please mop if any spillages (cleaning cupboard by mens lavatories)
- Put all rubbish and recycling in bins outside and replaced bin bags (under sink)
- Report any damage/breakages to the Bookings Secretary
- Check that all doors are closed properly: kitchen external, two fire escape doors in main hall, door between halls to courtyard and main front door (make sure it isn't on the latch!)
- Turn lights off in all rooms and switch plugs off where any AV equipment is plugged in
- Return the front door key to the Bookings Secretary

EMERGENCIES: (RH177AP and what3words address is **flows.nerd.coffee**)

- **Emergency contacts:** Sonja (01825 791089 or 07736063145) Bob (07746891257)
- Vacate guests to the Green opposite The Crown, make sure the lane is clear for emergency vehicles
- Record incidents in the Incident book and inform the Bookings Secretary within 24 hours