

SCORTON VILLAGE HALL

General Rules

- 1. Please leave hall clean & tidy with chairs and tables stacked away**
- 2. Please do not block the fire exits.**
- 3. Please do not mark the floors.**
- 4. Please make sure all fees are paid on time.**
- 5. Please report any broken items to a member of the Hall committee.**
- 6. Please provide as much notice as possible of any cancellations so the hall can be rehired.**
- 7. Please make sure all rubbish is placed in the grey bin outside the front of the hall.**
- 8. Please ensure that the heating dial is left at 12° when you leave.**
- 9. Please keep noise to a minimum on arrival and on departure.**
Please consider our neighbours when hiring a live band/ DJ.
- 10. Please report any issues using the yellow reporting book in the kitchen drawer.**

Nov 2018