

The Old Parsonage

- 70 seated at tables
- 35 mixed occupancy tables and dance
- 100 Standing
- 100 closely seated audience.
- Measures 14.5m x 6m.

Pre-Event Checklist (Not all are required).

Insurance in place.

Risk Assessment done.

Safeguarding policy in place.

Kitchen equipment Training received.

Training on use of Stair Lift.

Any required Licences in place.

Permission gained for use of own Electrical Equipment.

Collect Keys from office.

Have the Booking confirmation email.

Exit Checklist:

1. Furniture left tidy and as found. See photos below.
2. Electrical equipment switched off and unplugged where appropriate.
3. Kitchen clean and tidy.
4. Toilets left tidy.
5. Floors swept, if food has been provided, and the floor left clear.
6. Windows securely shut.
7. Hirers equipment removed.
8. All rubbish removed to relevant bins as appropriate. Please Recycle rubbish.
9. All lights turned off.
10. All doors locked and keys posted into Letterbox.



