



## Damerham Village Hall

### **Hirer Checklist**

It is the responsibility of the “Person in Charge”, that be either the hirer or a nominated person by the hirer, to ensure the following requirements are adhered to:

1. To read and understand the Emergency/Fire procedure posted in the entrance lobby. Be aware of the location of fire exits, fire extinguishers & fire alarm call points. Be aware of the location of the emergency collection point in the car park.
2. To be in charge of hall keys. One key is for the main entrance the other is for the switch room door located outside the building in the car park. To be aware of the location of the power breakers in an emergency.
3. To be responsible for the cessation of any entertainment (music or otherwise) by 11pm & vacating of the village hall at the specified time agreed. The serving of alcohol from whatever (agreed) source must also cease at 11pm. To oversee the use of the music sound limited for whatever amplified entertainment is being provided for the function (unless otherwise directed by the management). Amplified music is not permitted outside the building.
4. To ensure the Closing Checklist is completed by the end of the hire period.
5. To ensure no picture frames/portraits are to be removed from their positions.
6. To make sure windows and doors in the main (large) hall are not opened during amplified music or speech.
7. To be responsible for leaving the hall & garden area clean and tidy and the removal of all refuse from the event. All furniture used should be packed away as found.
8. To ensure noise outside, is kept to a minimum, especially during the evening and when guests are leaving the car park area at the function end.
9. To check all taps and lights are turned off upon leaving the premises to lock the hall and return the village hall keys as directed by the Caretaker. The car park/outside lights and heating systems are operated by a pre-set timer and will switch off automatically.



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### **Closing Checklist**

**This checklist is to be followed at the end of each hire period for all bookings.**

Please note - all rubbish, including that from the toilets and kitchen, must be removed by the hirer from the premises after use.

#### **Kitchen**

- Sweep and clean floor and mats.
- Clean work surfaces and cupboard doors.
- Clean ovens, oven racks and hobs if used.
- Put cutlery and crockery back clean and dry into cupboards.
- Remove all food and drinks from the fridge and wipe down. Leave the thermostat on the lowest setting.
- Turn off all electrical sockets.
- Turn off water heater at wall.
- Turn off dishwasher at wall. Take drainage plug out from dishwasher and rinse around appliance ensuring no food debris is left in the machine. Leave machine door open.
- Remove all rubbish.
- Check the outside door is locked.

#### **Main Hall**

- Clean and put all tables away.
- Put all chairs away (chair to be stacked in alternate directions).
- Sweep Hall floor.
- Mop Hall floor to remove any sticky residue, mud, leftover food/drink etc.
- Remove all decorations and any adhesive that is left when removed.
- Turn heating down to 15 degrees.
- Close all curtains.
- Check the emergency exits are closed.
- Turn off all lights.

#### **Smaller Function Room**

- Clean and put away all tables.
- Put chairs back as found.
- Vacuum the floor.
- Remove all decorations and any adhesive that is left when removed.
- Check the outside doors are locked.
- Close all curtains.
- Turn heating down to 15 degrees.



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### **Toilets**

- Check toilets and urinals are clean.
- Sweep toilet floors.
- Remove all rubbish.

### **Entrance Hall**

- Vacuum floor.
- Turn radiators down to zero.
- Return furniture to original position, if moved.