



Check List for Occasional Users

Please contact Elaine Stiddard on 07585 954035 or 07794 955427 a few days before your booking to arrange the key or to be let into the Hall.

Please Note:

1. If using the kitchen please take a dish cloth, washing up liquid and tea towels as these are not supplied.
2. **Do not stick anything on the hall walls with either Sellotape or Blue Tack as this damages the paintwork on removal of the posters/decoration and could result in your losing some or all of your deposit**
3. The Management Committee wishes to advise users and visitors that it cannot be held responsible for the loss of, or damage to, any personal property into the premises or onto the car park.

Return of Deposit

Your deposit will be returned after confirmation from the Caretaker that the hall has been left in a good condition and provided no complaints are received from local residents about noise and/or loud music during the evening or music being played beyond 11.30pm. The Committee reserves the right to invoice the hirer or retain part or all of the deposit received should there be any damage to the property or contents and/or additional cleaning duties required to put the hall back into a good condition. To assist you and to ensure you get your deposit back, please go through the following list:-

- Ensure music is kept at a reasonable level and turned off by 11.30pm**
- The hall is left clean and tidy with all floors swept and tables and chairs cleaned and stacked away as found
- If any of the outside areas have been used, please ensure that they are left clean and tidy and all litter picked up and removed from the site
- All rubbish must be removed from the site**
- On leaving the hall all lights should be turned off, taps turned off, windows closed and doors locked. Please pay particular attention to the skylights in the upstairs rooms if these rooms have been used.
- If the kitchen is used, please clean the cooker as well as work surfaces and sink
- Care must be taken to ensure that the toilets and urinals do not become blocked.
- If anything is taken up or downstairs into other rooms, please ensure that it is put back.
- Report any damages.