



### ENGLEFIELD VILLAGE HALL - CHECKLIST FOR HIRERS

Thank you for booking Englefield Village Hall. The following checklist has been produced to help you run a smooth event. We hope you have enjoyable time

**Reminder** The Hirer is responsible for anything that happens during the Hire Period and **MUST** be fully aware of all Terms and Conditions of Hire. The Hirer must take away ALL rubbish and leave the premises as they were found.

<b>Before the Event Starts</b>	
Booking form signed, monies paid, terms & conditions read and understood	
Supervision in place where required and safeguarding considered	
Hirer insurance in place where required	
Bouncy Castle rules read and complied with	
License obtained where required e.g. alcohol, music, entertainment	
<b>At start of &amp; during the Event</b>	
The fire alarm is <b>not</b> linked to the fire station and therefore in the event of fire, however small, you <b>must</b> dial 999 to call the fire brigade.	
Fire Exits clear and lit	
Muster point identified	
Escape routes clear	
Evacuation routes and procedures understood by all	
Mobile phone available for emergency purposes	
NOTHING must be stuck on painted walls or surfaces	
<b>After the Event Finishes</b>	
Kitchen clean and tidy with all crockery, cutlery etc. washed and dry. Fridge empty and clean.	
Tables wiped and carefully put away – do not drag across floor	
Chairs stacked and put away – do not drag across floor. Do not stack too high	
All taps off and tea urns checked.	
WC's left clean and tidy	
Floors swept and mopped if required	
ALL rubbish removed including emptying of <b>all</b> bins (kitchen, WC etc)	
Windows closed	
Faults or issues reported to the Bookings Co-ordinator	
All interior and Exterior lights switched off	
All interior doors closed	
Doors locked and keys returned	

**Emergency contact numbers for problems during your event:**

Duncan Rands            07557 100183  
Edward Crookes        07825 557 039  
Lynn Dennison         07900 405 438