

## LONGFORD VILLAGE HALL

### Standard Conditions of hire of the Village Hall

### Compulsory Check List for Premises Vacation

NOTE: For HIRERS Paying for Cleaning after Event (Basic Clean and removal of rubbish still expected). Emergency Exits are still to remain clear. All lights to be switched off. No electrical items remained plugged in and Cooker to be switched off.

| Action   | Checked by Hirer | Confirmed by Committee Member on Review |
|--|------------------|---|
| <b>Safety Requirements</b>   |                  |   |
| No obstructions in gangways or Emergency Exits   |                  |   |
| Emergency Lighting to remain on  |                  |   |
| Fire Extinguishers in place  |                  |   |
| <b>Health &amp; Hygiene &amp; Security</b>   |                  |   |
| All Litter and refuse removed from all areas including kitchen to external bins provided. All excess rubbish taken home. |                  |   |
| All decoration temporary decoration removed where previous permission granted  |                  |   |
| Hall Floor Swept   |                  |   |
| All equipment and furniture returned to original positions   |                  |   |
| All doors and windows secured including FIRE EXITS   |                  |   |
| All Lights switched off, Including Toilets (Except Emergency lighting)   |                  |   |
| All Fans switched off  |                  |   |
| Has the Kitchen been cleaned   |                  |   |
| Has all food been removed from the fridge and the fridge wiped out?  |                  |   |

|  |  |  |
|--|--|--|
| Is the cooker clean (If used)  |  |  |
| Have you checked that the building is empty?   |  |  |
| Has the heating been returned to original settings?  |  |  |
| In the event of any damage –<br>Has the incident been reported to a Committee member? See Annex C                      |  |  |
| In the event of an accident has this been recorded in the accident book?   |  |  |
| Turn off all taps  |  |  |
|  |  |  |
| Have you locked the main door and secured the car park by locking the gate. No vehicles are to remain in the car park. |  |  |
| Have the keys been returned to the Bookings Clerk?   |  |  |

## Deposit Return

|  |                                   |   |
|--|-----------------------------------|---|
| Was there any damage?  |                                   |   |
| If yes – The repair cost / replacement cost will be notified to you and deducted from the deposit, unless greater where by the difference will be claimed from the HIRER |                                   |   |
| <b>Please Complete the Appropriate Receipt Box Below</b>   |                                   |   |
| <b>Deposit Returned in Full</b><br>Amount £<br><br>Returned by: Committee Member<br><br>Date   | Received by Hirer (Signature)     | Paid - Signature of Committee Member                  |
| <b>Deposit Received in Part</b><br>Amount £<br><br>Reason for reduction:   | Received by Hirer (Signature)     | Paid – Signature of Committee Member                  |
| <b>Deposit NOT Returned</b><br><br>Reason for forfeiture of Deposit:   | Acknowledged by Hirer (Signature) | Non Return by Committee Member Signature Acknowledged |