ROTHERFIELD VILLAGE HALL

CHECKLIST FOR HIRERS

The Hirer is responsible for anything that happens during the Hire Period and MUST be fully aware of all the Terms and Conditions of Hire.

The Hirer must remove ALL rubbish from the bins and put in the green dustbin outside the kitchen door and sweep the floors. Please leave the premises in a similar state to that in which they were found.

All windows must be closed and all doors must be locked. Please lock the back door in the kitchen and leave the key in the lock. Please check both front doors are locked and return the key to the keysafe or keyholder (whichever applies).

DO NOT DRAG CHAIRS AND TABLES ACROSS THE FLOOR

DURING HIRE PERIOD	**DONE ✓**
Fire Exits clear and lit	
Escape routes clear	
Evacuation routes and procedures understood by all in attendance	
Mobile phone available in case of emergency	
NOTHING to be stuck to painted walls or curtains (Hooks are provided on picture rails to hang balloons, bunting etc)	
AT THE END OF YOUR EVENT	
Tables wiped and carefully stacked legs to legs and tops to tops (this avoids the table tops being scratched). Ensure safety strap is reattached around the tables	
Chairs stacked in two rows of sixes, 100 red upholstered only. Green chairs to be returned to Parish Council Room. **Use the trolley, do not drag chairs**	
Kitchen clean and tidy, with all equipment used washed and put away	
Dishwasher drained and switched off at mains	
Floors Swept - brooms etc in cupboard in foyer (Code for door C1247). Main Hall floor must not be washed, please wipe any spillages immediately with a dry cloth	
Toilets flushed, tidy and bins emptied – **All nappies in dustbin outside**	
All bins emptied (no food, drink or nappies to be left behind)	
Faults or issues reported to Bookings Secretary	
FINALLY - UPON LEAVING PLEASE CHECK	
ALL interior and exterior lights switched off (Use push button light in foyer if leaving in the dark). *£5.00 fine if any lights left on*	
All windows closed. *£100 fine if hall left unsecure*	
Doors locked and keys returned to keysafe/keyholder. *£100 fine if hall left unsecure*	
WIFI PASSCODE: RVH2022!	

PLEASE DO NOT WASH THE MAIN HALL FLOOR
ANY SPILLAGES MUST BE WIPED IMMEDIATELY WITH A DRY CLOTH ONLY

POLITE NOTICE: PLEASE DO NOT WEAR MUDDY SHOES/BOOTS IN THE BUILDING.
Thank You for hiring Rotherfield Village Hall

We are pleased to acknowledge grants received for capital improvement projects from The Rotherfield Trust, Sussex Community Foundation and The Big Lottery Fund

Registered charity number: 268271 www.rotherfieldvillagehall.org.uk