# PANGBOURNE VILLAGE HALL – CHECKLIST FOR HIRERS

We want to ensure that your hire of our hall goes well. We have produced this document to remind you of a few key points to remember, but PLEASE ENSURE THAT YOU HAVE READ THE FULL HIRE TERMS & CONDITIONS **(**[**www.pangbourne-pc.gov.uk/Hall\_Bookings\_34785.aspx**](http://www.pangbourne-pc.gov.uk/Hall_Bookings_34785.aspx)**)**. By placing your booking you have agreed to these conditions.

## BEFORE YOUR EVENT

* Terms and Conditions read and understood
* Alcohol Licence (TEN) obtained, if applicable
* Know where/when to collect key – see FAQs on website
* Mobile phone available for emergency purposes
* Familiarised yourself with the fire exits, fire extinguishers, assembly point in car park and location of First Aid box.

## AFTER YOUR EVENT

* All areas (including foyer, toilets and corridors) left clean and tidy, floor swept and cleaned
* Fridge emptied and clean
* Cooker/hob turned off and cleaned
* Kitchen surfaces clean and any crockery washed and replaced
* All rubbish placed in plastic bags (provided in the kitchen) and either removed or deposited in the bins in the car park
* Any recycling taken home
* Tables wiped and neatly stacked and chairs returned to the correct locations (see below)

## FINALLY!

* AllLIGHTS are turned off (except external security lights)
* STOREROOM, KITCHENS AND TOILETSchecked
* WINDOWS and FIRE DOORS are closed
* TAPS and any SOUND EQUIPMENT used is turned off
* HOT CUPBOARD, DISHWASHER, URN and COOKER EXTRACTOR FAN turned off at their sockets
* ENTRANCE DOORS LOCKED
* KEY RETURNED **– Keys must be returned the same day as hire**

## Tables and chairs

Please take care when moving and stacking chairs and tables and always use the trolleys provided. Please return all tables and chairs to the proper position:

Main Hall

* Tables must be stacked on the trolleys in the rear hallway.
* All blue chairs (Main Hall) should be stacked in their racks and returned to the storeroom (smaller trolleys) or left at the rear of the hall (larger trolleys).

Small Hall

* Tables and chairs should be stacked neatly in the cupboard.

THANK YOU