

# VICTORIA HALL - END OF HIRE CHECK LIST

Thanks for booking Victoria Hall.

The following **check list** has been produced to help you run a smooth event and ensure that the hall is left in a satisfactory state at the end of the hire (Full details of the Deposit Scheme are in the Hall Terms & Conditions, available online: [suttonscotneyvictoriahall.org/T's& C's](http://suttonscotneyvictoriahall.org/T's&C's)).

We hope you have a trouble free and enjoyable time

## Reminders

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

The Hirer must take away ALL rubbish and leave the premises in a similar state to that in which they were found.

## Quick Checklist

	<b>Before the event starts</b>	
T's & C's	Victoria Hall T's & C's read and understood	
	Supervision in place where required	
	Indemnity insurance in place	
	Alcohol license applied and paid for (if applicable)	
	<b>During the Event</b>	
	Fire exits clear, escape routes clear and understood by attendees	
	<b>After the Event</b>	
Main Hall	Tables wiped and carefully stacked in store room	
	Main Hall chairs carefully nested in stacks no more than eight high & moved to store using the trolley to avoid 'dragging'	
	Floors swept, windows closed, fire doors properly closed	
	All lights switched off – including stage if used	
Kitchen	Clean, dry and return crockery, cutlery, glasses and other kitchen items to correct place – report any breakages or missing items	
	If dish-washer has been used, ensure it has been emptied, drained and cleaned (as per instructions)	
	Check for spillages and use mop to clean if necessary	
	Ensure the water heater, dish washer and hot water appliance are all switched off along with any electrical appliances used	
	Sweep floor, wipe clean all surfaces used	

Final checks	Ensure all windows are locked, lights switched off, toilets are left clean & taps turned off	
	All rubbish is bagged and taken away	
	Lock all doors and return the key as arranged with Booking Secretary	

A **BIG** thank you for helping us to keep the Victoria Hall a great place to visit!!