

GORING VILLAGE HALL – QUICK CHECKLIST FOR HIRERS

Thanks you for booking Goring Village Hall

The following checklist has been produced to help you run a smooth event. 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 Hire.

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

Main Hall chairs must be carefully nested in stacks no more than eight high.

All windows must be closed, including the solar fanlights in the Main Hall, and all doors must be locked. Please check after you have turned the key.

Quick Checklist

Before the event starts	
GVH Terms & Conditions read and understood	
Supervision in place where required	
Indemnity insurance in place	
Alcohol license applied and paid for	
On and during occupation of the Hall(s)	
Fire Exits clear and lit	
Muster point identified	
Escape routes clear	
Evacuation routes and procedures understood by all in attendance	
Mobile phone available for emergency purposes	
NOTHING stuck to painted walls or to curtains	
Kitchen clean and tidy with all crockery and cutlery etc. washed and dry	
After the event is finished	
Tables wiped and carefully stacked under the stage or round the back	
Chairs stacked in eights, 150 in Main Hall, 30 in Belleme Room – use trolley, don't drag	
Garden Room chairs stacked no more than three high	
Floors swept	
Rubbish removed	
Windows closed	
Faults or issues reported in the Maintenance book	
Finally	
All interior and Exterior lights switched off	
All interior doors closed	
Doors locked and keys returned to Inspiration	