

## **Checklist for hall hirers at the end of hire period**

We hope you have enjoyed using Chittlehampton Village Hall. At the end of your event please ensure you:

- Clear your belongings from the premises.
- Remove all rubbish from the premises.
- Return all chairs and tables to their right place (unless a separate arrangement has been made with the Trustees). Ensure all table tops are clean.
- Leave the premises clean and tidy as you have found it, including the kitchen and toilets.
- Ensure kitchen appliances are turned off.
- Close all windows and internal doors.
- Turn off the lights and heaters.
- Lock all external doors
- Return hall keys as arranged.

In addition:

- Please report any damage.

In case of emergencies, please refer to the contact list located in the Hall lobby.

- Guests should leave the building quietly at the agreed time, to ensure local residents are not disturbed.

Feedback is welcomed after your hire. or if you have any questions, please contact the hall booking administrator by phone on 01769 540159, or any of the Hall Trustees.

Thank you

Chittlehampton Village Hall Trustees

September 2023