

What you are responsible for if you make a booking:

- Making sure that no damage is done to the building or its contents.
- Supervising the behaviour of all persons attending your function.
- Knowing the site of fire prevention equipment.
- Acquainting everyone with the emergency exits.
- Ensuring that no illegal activities take place.
- Obtaining a bar licence if you intend to sell alcoholic drinks.
- Ensuring that there is no smoking in the premises and that external ashtrays are used.
- Ensuring that no displays are mounted on the wall (except on notice boards).
- Emptying the kitchen bin.
- Emptying any external ashtrays.
- Placing non-recyclable waste in black bags and then into the wheelie bin at the front of the premises.
- Placing glass, cardboard and cans in the recycling wheelie bin.
- Putting away chairs or tables.
- Sweeping and cleaning the premises after the function.
- Ensuring any electrical appliances used in the hall are safe (PAT certified)*
- Reporting any accidents to the Management Committee via the accident book which is in the kitchen in a wall cupboard adjacent to the counter.
- Ensuring that everyone has left at the end of the booking apart from those clearing up.
- Switching off lights and heating at the end of the booking.

* Please note that there is no licence for TV use by hirers