



HIRER CHECK LIST

PLEASE READ THROUGH BEFORE USING THE BUILDING

Please help us to ensure 'The Barn' can be enjoyed by all and hire fees kept low.

PLEASE LEAVE THE HALL CLEAN AND TIDY, READY FOR THE NEXT HIRER!

Do not attach any decorations to the wallpapered walls - Bluetac/Sellotape on window frames & painted surfaces, drawing pins/Sellotape used on beams - no staples!	<input type="checkbox"/>
All tables must be protected with a suitable table covering.	<input type="checkbox"/>
Any music must be kept to a reasonable level and not so loud that it can be heard by adjacent neighbours with doors and windows closed.	<input type="checkbox"/>
End of hire	
Chairs must be cleaned-off and stacked in the left-hand stage cupboard [no more than 7 stacks of 9] CHILDREN ARE NOT PERMITTED IN THIS CUPBOARD	<input type="checkbox"/>
Tables must be wiped over and put away in the left-hand side stage cupboard CHILDREN ARE NOT PERMITTED IN THIS CUPBOARD	<input type="checkbox"/>
All floors must be thoroughly swept or vacuumed with spillages mopped immediately.	<input type="checkbox"/>
Any food items, such as cake, sweets or chewing gum, stuck to the floors must be removed.	<input type="checkbox"/>
Ladies & Gents toilets must be flushed, floors swept, any spillages mopped, and bins emptied.	<input type="checkbox"/>
All kitchen, toilet & nappy bins to be emptied, and the kitchen bin given a new liner.	<input type="checkbox"/>
Items should be removed from the fridge and freezer.	<input type="checkbox"/>
Ovens left clean and dishwasher empty.	<input type="checkbox"/>
All crockery and cutlery to be returned to their cupboards and drawers, clean and dry.	<input type="checkbox"/>
Dirty tea-towels are to be left in the labelled container in the kitchen for washing.	<input type="checkbox"/>
All personal items and decorations removed from the building.	<input type="checkbox"/>
The outside area must be litter-picked and left tidy.	<input type="checkbox"/>
Clean, recyclable items can be deposited in the correct orange lidded bin outside, loose, and not bagged! [no rubbish or food can be deposited in this bin].	<input type="checkbox"/>
Rubbish must be removed from the premises and taken home for disposal - no rubbish can be deposited in the outside black bin.	<input type="checkbox"/>
All lights, room heaters and water heaters must be switched off, including water heater under sink.	<input type="checkbox"/>
Switches to the oven, fridge & freezer are to be left on.	<input type="checkbox"/>
Outside light switch and defibrillator fused switch in kitchen area must be left-on as indicated.	<input type="checkbox"/>
Fire-exit door and windows must be securely closed.	<input type="checkbox"/>
The outer door must be securely closed and not left on the latch.	<input type="checkbox"/>

Your guests must be respectful of our neighbours and noise levels kept low when leaving.

NO vehicles can be left in the car park after the end of your hire.

The Key must be returned to the Bookings Secretary at 6 Heath Green, opposite the clock tower.

PLEASE REPORT ANY REPAIRS OR OTHER ISSUES TO THE BOOKINGS SECRETARY AS SOON AS YOU ARE AWARE OF THEM – 01525 600 250 – Email: bookings@heathvillagebarn.co.uk