



HIRER CHECKLIST

PLEASE READ THOROUGHLY BEFORE USING THE BUILDING

Please help us ensure 'the Barn' can be enjoyed by all and that hire fees remain low.

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

Do not attach any decorations to the wallpapered walls – use Blu-tack/Sellotape on window frames and painted surfaces, and drawing pins/Sellotape on beams, but avoid using 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 on the trollies provided (adjacent to the piano and in the left-hand stage cupboard). CHILDREN ARE NOT PERMITTED IN THIS CUPBOARD.	<input type="checkbox"/>
All floors must be thoroughly swept or vacuumed, and spillages must be 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, and nappy bins are to be emptied, and the kitchen bin is to be given a new liner.	<input type="checkbox"/>
Items should be removed from the fridge and freezer.	<input type="checkbox"/>
The ovens are left clean, and the dishwasher is empty.	<input type="checkbox"/>
All crockery and cutlery are 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 were 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 orange-lidded bin outside, loose and not bagged! No rubbish or food is allowed to 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 the water heater under the sink.	<input type="checkbox"/>
Switches to the oven, fridge & freezer are to be left on.	<input type="checkbox"/>
Fire exit doors and windows must be securely closed.	<input type="checkbox"/>
The outer door must be securely closed and not left unlatched.	<input type="checkbox"/>

Your guests must be respectful of our neighbours, and noise levels must be 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 at the end of your hire.

PLEASE REPORT ANY REPAIRS OR OTHER ISSUES TO THE BOOKINGS SECRETARY

NO LATER THAN 24 HOURS AFTER YOUR BOOKING

Phone: 01525 600 250 or 0203 026 7287

Email: bookings@heathvillagebarn.co.uk