

# The Croft Hall



We are pleased to have been able to make the Croft Hall available to you.

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

We trust you have a trouble-free and enjoyable time

The Hirer is responsible for anything that happens during the Hire Period and **MUST** be fully aware of all the Conditions of Hire of which this document forms a part.

## Upon Arrival The Hirer shall ensure:

- 1 **that** the Terms and Conditions of Hire have been read and are fully understood by all supervisory persons before the event starts
- 2 **that** suitable supervision is in place where required, and that where appropriate, there is a designated person responsible for overseeing the Safeguarding procedures
- 3 **that**, for the Main and Small Halls, the back gate to the external passageway is open and securely latched in the that position
- 4 **that** during occupation of the room(s) being hired, fire exits are clearly understood by all present
- 5 **that** all identified escape routes are kept clear
- 6 **that** evacuation routes and procedures are understood by all in attendance
- 7 **that** there is a designated person responsible for evacuation of the premises in the event of an emergency.
- 8 **that** there is(are) a separate designated person(s) who can physically assist disabled persons during an evacuation
- 9 **that** an alcohol licence has been obtained when alcohol is sold or consumed. The person named on the booking form will be the Designated Person responsible for ensuring legal requirements are observed
- 10 **that**, if applicable to attendees, baby nappies are placed in the correct nappy bin in the disabled toilet only, and that the baby changing table and facilities are left clean and tidy. This shall be checked by the Hirer prior to vacating the premises.
- 11 **that** persons providing food for any event held in the Hall understand that it is their responsibility to be aware of, and to abide by, the legal requirements of the Food Safety Act 1990. The Trustees are not responsible for any food brought into the building: the hirer is responsible for removing all food waste.
- 12 **that** any electrical equipment brought onto the premises and used therein has been PAT tested and is safe, in good working order, and used is in accordance with the Electricity at Work Regulations 1990
- 13 **that** nothing is stuck / attached to the walls or to curtains
- 14 **that** care is taken when moving stacks of chairs: a chair trolley is provided to enable this
- 15 **that** the strict **NO SMOKING POLICY** inside the Hall be enforced.

*Any person in breach of the NO SMOKING POLICY shall be asked to leave the premises immediately.*

*Any smoking outside and in the immediate vicinity of the Hall is to be controlled by the Hirer, having regard to pollution and risk, and any smoking debris shall be cleared away by the Hirer on completion of the period of hire*

## When Leaving the Premises at the end of your Hire

### Main Hall / Small Hall / John Newton Room

- 1 The room(s) should be left clean and tidy once you are finished
- 2 Clean up/mop up any spillages (preferably immediately after occurrence)
- 3 Ensure floor(s) is/are clean and dry
- 4 Chairs are to be stacked eight-high and arranged **tidily** in the store room (as indicated in the photograph displayed in the store room)except for those in the John Newton room which should be 4-high and shall remain there
- 5 Tables should be cleaned and put away as per photo of the storage room
- 6 Check all windows are closed and secured

### Kitchen

- 1 Leave kitchen as found: work surfaces/sink, and floor clean, oven, hob and refrigerator clean and clear of food
- 2 Ensure that the dishwasher is emptied (follow instructions) and turned off at the wall
- 3 Ensure that all appliances and lights are turned off (except for the fridge)
- 4 Check that taps are all turned off
- 5 Remove all rubbish, including food waste and packaging, and particularly glass bottles: they must be taken away from the premises and not put in the rubbish bins or left outside the building.

### Toilets

Check that all toilets are tidy, and that there are no running taps, nor waste matter in wc's or in urinals

### Outside Croft Hall

Check the outside of the building is clear of rubbish (including cigarette butts) and is damage-free

### Other

- 1 Take away anything that you have brought with you
- 2 Switch off all lighting in all areas used. External lighting will operate automatically
- 3 Securely close the outer door to the Croft Hall
- 4 Shut back gate to passageway

Please ensure that you and your guests leave quietly and respect the neighbours of the Croft Hall

Please report any breakages, problems, incidents, feedback to us via [bookings@crofthall.uk](mailto:bookings@crofthall.uk)

Following these procedures ensures the Hall will be ready for the next user. Thank you.

If it is evident that this checklist has not been used, or there is damage to the Hall, the Trustees reserve the right to withhold a proportion of your deposit or to levy an additional charge