

HOVINGHAM VILLAGE HALL HIRE – User Guide (Post Use)

www.hovingham-village-hall.org.uk
Main Street, Hovingham, North Yorkshire YO624LF

Kitchen (If Used)

- Ensure all utensils, glasses, dishes, teapots, etc are washed, dried and replaced in cupboards /drawers
- Clean and sanitise sink, fixtures, counter tops etc.
- Wipe down all cupboards, white good doors and frontage as necessary
- Sweep and mop floors as necessary
- Empty/remove all rubbish to designated area (Green dustbin is located outside Village Hall Main Door)
- Remove empty bottles/tins to Recycling area in Car park
- Replace bin liner (rolls in Cleaning Cupboard of the Main hall)
- Wiping clothes, tea clothes, aprons; please wash and return (or bring your own)
- Refill paper towels as needed in Kitchen and Toilets, or indicate any such needing replacement on the form attached
- Check that:
 - Cookers, Water Boilers and Heaters are turned off
 - All electrical appliances (except the fridge) are turned off and unplugged.
 - All taps are turned off

Toilets

- Sweep and Mop toilet floors as necessary
- Remove rubbish to designated area (dustbin in car park) and replace bin liner as necessary
- Indicate any items/products needing refill or replacement overleaf

Common Areas Used (Main Hall, Community Room, Passageway and Entrance Porch)

- Vacuum or sweep floors

Finally

- Make a visual check for smouldering fires or cigarettes around the outside hall perimeter and dispose of any residual rubbish in the bins provided. Please take any tins home with you.
- Complete an 'Accident Report' for any accident, however minor. The Accident Book is in the left hand drawer in the Kitchen. Inform the Booking Secretary.
- Complete a Feedback Form (unless a regular user) and include a note of any faults or damage. This form will be sent to you with your Booking Confirmation
- Close all internal doors
- Turn out all lights
- Secure all Outside doors, Windows and Fire Exits
- Lock the Main Door
- Return Key to Village Shop

In case of doubt regarding any of the above, please contact Janice Wood for clarification

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Please list here any item/products needing refill or replacement	

Please Sign and Date this form and leave it on the Kitchen Counter	
Event date	
User group Name	
Name	
Signature	
Date	
Notes	