

Hall Hire Checklist



At start of hire

- ✓ Be sure to have a working mobile phone in case emergency services are required. **There is no telephone in the hall.**
- ✓ If Internet connection is required, the SSID and password can be found in the electrical equipment cupboard adjacent to the double fire exit doors by the skittle alley.
- ✓ There is a music system located in the bar area, with a CD player and an auxiliary audio input cable attached (3.5mm jack connector – headphone type).
- ✓ Check all emergency exits are clear of obstructions.
- ✓ Switch on kitchen water heater if required. *Note 2*
- ✓ Switch on hand-wash units in loos if required. *Note 3*
- ✓ Switch on heating if required. *Note 4*
- ✓ Set up car park lights as required – either automatic or permanently on. *Note 5*

At start of event

- ✓ Make sure guests are aware of emergency exit locations and fire assembly point. *Note 6*
- ✓ Point out small floor level change by skittle alley (if alley is not in use).

At end of event

- ✓ Stack chairs 4-high against end wall of hall. Excess chairs with children's and folding tables in hall storage cupboard (at end of skittle alley).
- ✓ Switch off kitchen appliances and kitchen water heater if used. *Note 2*
- ✓ Switch off hand-wash units in loos. *Note 3*
- ✓ Switch off hall heating and leave controller in cupboard. *Note 4*
- ✓ Sweep hall floor and wipe up any spills or marks (do not wet mop wooden floor).
- ✓ Sweep and if necessary mop kitchen and entrance lobby floors. *Note 1*
- ✓ Check cleanliness of toilets and clean as required. *Note 1*
- ✓ Ensure that all emergency exit doors are secured shut.
- ✓ Leave unlocked internal doors open, including doors to toilets.

- ✓ Switch off internal lights. Double-check toilets, hall store cupboard and accessible toilet.
- ✓ **Remove all rubbish from hall** including kitchen, lobby, and all toilets. *Note 7*
- ✓ Reset car park lights to automatic – just switch off, wait 5s, switch back on. *Note 5*
- ✓ Lock main entrance doors and return keys to key-box on veranda.

Notes

1. A set of cleaning materials will be supplied for your use, located in the cleaning cupboard at the end of the corridor past the toilets. All cleaning equipment and supplies are stored in this cupboard, and for safety reasons the door must be kept locked at all times except when in use. The cleaning cupboard door key is on a hook at the top of the door frame.
2. The kitchen water heater supplies both the kitchen sink and the wash basin in the accessible toilet. The switch is located in the rightmost cupboard under the long worktop to the left of the sink.
3. The toilets are equipped with instant heat hand-wash units above each wash basin, each with a switch located above.
4. Each heating/cooling unit is controlled individually using a hand-held remote control unit. The controller is kept in the electrical equipment cupboard adjacent to the double fire exit doors by the skittle alley. Operating instructions can be found in the same cupboard.
5. The car park lights are controlled by the red switch near the main entrance doors. In automatic mode they operate individually when it's dark and movement is detected. In permanently on mode they all stay permanently lit.
 - Automatic: switch off, wait 5 seconds, switch on.
 - Permanently on: switch off, wait 5 seconds, switch on – off – on – off – on.
6. The fire assembly area is adjacent to the veranda in the car park.
Emergency exits for the main hall are:
 - via the main entrance doors into the car park;
 - via the single fire exit door into the car park;
 - via the double fire exit doors adjacent to the skittle alley.

There is also an emergency exit door from the toilet & meeting room corridor leading directly into the rear car park.
7. **The hirer must remove all rubbish from the hall.** Rubbish bags and bin liners are provided to assist with this, and more are available in the cleaning cupboard. Please be sure to check all bins including kitchen and all toilets, and replace bin liners as necessary.