

# Hirer's check list

(Person booking is responsible for implementing)

**This list is not a substitute for  
Letting Terms and Conditions**



Ponsanooth Hall Management Co. no. 07416195

Registered Charity no. 1142542

The Hall management kindly asks hirers and users of the Hall to respect the facilities, especially noting that climbing and sitting in windows is not allowed; neither is playing with curtains. Both of these could be dangerous and cause damage. Please note therefore that Ponsanooth Hall Management monitors the building with CCTV, in accordance with its CCTV policy and a charge will be made for damage caused.

## Beforehand - be aware

- 1 No Stiletto heels
- 2 Entertainment Licence runs from 8.00am to 11.00pm.
- 3 Tens Licence until .....
- 4 'Carriages' by 11.30pm.
- 5 Please make own tea towel arrangements.
- 5 Do not remove plates, pans etc from kitchen. If there is likely to be surplus food at the end of an event, make previous arrangements for carrying home.

## Opening

- 1 Location of light switches.
- 2 Location of toilets.
- 3 Smoking only in designated area at rear of building.
- 4 Do not remove fire extinguishers from their stations.
- 5 No food or drink to be taken into store room adjacent to hall.
- 6 If there is a bar, suitable floor protection is required.
- 7 Ensure that health and safety, and safeguarding procedures are complied with.
- 8 In the event of fire, -exit routes  
Person in charge of evacuation .....

(To be familiar with procedures)

Assembly point - Layby

## Closing

- 1 Respect neighbours, -please leave quietly.
- 2 Check equipment is returned satisfactorily to storage. Chairs and tables stacked as requested.
- 3 Check music and lighting systems are turned off.
- 4 Check kitchen and appliances, including utensils are clean, tidy, returned to storage and turned off as necessary.
- 5 The cooker is cleaned (not left with spilled food or dirty pans in the oven!).
- 6 After using the dishwasher it must be put through the drain cycle. This requires the plug to be removed which is located under the right hand filter, then turn programme dial to drain. When complete filters and the inside of the dishwasher need to be washed and wiped clean.
- 7 Check floors are clean. Sweep/clean as required.
- 8 Check windows are closed and locked.
- 9 Check toilets - lights out and water off.
- 10 Ensure fire doors are closed.
- 11 Report and pay for any breakages.

The Hall is run by volunteers therefore your cooperation in the above, leaving the Hall clean and tidy after an event is requested.