

Whimble Victory Hall

Hirer's checklist

Welcome to Whimble Victory Hall. We hope your event is a success. The facilities of the Hall are yours to use. The checklist that follows is intended to help you find what you need and also explain what needs to be done before and after each hire.

When you arrive

- ✓ Locate the fire exits and fire extinguishers and make sure they are not obstructed.
- ✓ Switch on the Main Hall Emergency Lights using the switch just inside the main doors (all other Emergency lights are automatic).
- ✓ If you want to use the dishwasher or hot cupboard switch them on about fifteen minutes before you need them to give them time to heat up. Dishwasher instructions can be found nearby on the wall. There is a switch for the hot cupboard behind the microwave.

Before you Leave

- ✓ Please ensure that crockery and cutlery is cleaned and put away in the labelled cupboards and drawers.
- ✓ If the dishwasher has been used it is vital that it is properly emptied or it will smell. Instructions are on the wall nearby.
- ✓ Please ensure that all the rooms you have used are left clean and tidy ready for the next users. (cleaning items are available in hall cupboard and in the kitchen under the sink).
- ✓ Please ensure that floors are swept and if necessary washed.
- ✓ Please wipe tables and chairs before putting them away. The brown chairs remain in the main hall stacked six high against the wall that faces the school.
- ✓ Take care when stacking the blue chairs. There is a knack. Make sure that the front legs stay in line so the stack will be stable and can be safely moved with the trolley. These are kept in the Committee Room stacked no more than 10 high against the wall opposite the hatch.
- ✓ All rubbish must be put in plastic bags (provided in kitchen) and removed from the premises and all recycling must be taken home to be recycled.
- ✓ Used tea towels should be taken home, washed, dried and then returned. Spare sets of tea towels can be found in the kitchen. If this poses a problem please speak to the Bookings Secretary who will make alternative arrangements.
- ✓ All electrical equipment and lighting must be turned off. Don't be confused by the Ladies and Gents toilets. You will not find a light switch. These lights go on and off automatically.
- ✓ Please make sure all external windows and doors are closed and locked.
- ✓ Please take all personal items with you.
- ✓ And finally, please post the key through the deposit box by the front door.