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| Annex B - Longford Village Hall – Check List for Premises Vacation | A close up of a logo  Description automatically generated |

**Note:** A basic clean (removal of rubbish) is expected by all HIRERS. The form below is a basic checklist to remind regular HIRERS of the actions to take before vacating the Hall.

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| Action | Checked by Hirer | Confirmed by Committee Member on Review |
| Safety Requirements |  |  |
| No obstructions in gangways or Emergency Exits |  |  |
| Emergency Lighting to remain on |  |  |
| Fire Extinguishers in place |  |  |
| Health & Hygiene & Security |  |  |
| All Litter and refuse removed from all areas including kitchen to external bins provided. All excess rubbish taken home. |  |  |
| All decoration temporary decoration removed where previous permission granted |  |  |
| Hall Floor Swept |  |  |
| All equipment and furniture returned to original positions |  |  |
| All doors and windows secured including FIRE EXITS |  |  |
| All Lights switched off, Including Toilets (Except Emergency lighting) |  |  |
| All Fans switched off |  |  |
| Has the Kitchen been cleaned |  |  |
| Has all food been removed from the fridge and the fridge wiped out? |  |  |
| Is the cooker clean (If used) |  |  |
| Have you checked that the building is empty? |  |  |
| Has the heating been returned to original settings? |  |  |
| In the event of any damage – Has the incident been reported to a Committee member? See Annex D |  |  |
| In the event of an accident has this been recorded in the accident book? |  |  |
| Turn off all taps |  |  |
| Have you locked the main door and secured the car park by locking the gate. No vehicles are to remain in the car park. |  |  |

**Please see the additional requirements under the Covid-19 special conditions**

## **Deposit Return**

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| Was there any damage? |  |  |
| If yes – The repair cost / replacement cost will be notified to you and deducted from the deposit, unless greater whereby the difference will be claimed from the HIRER |  |  |
| **Please Complete the Appropriate Receipt Box Below** | | |
| **Deposit Returned in Full**  Amount £  Returned by: Committee Member  Date | Received by Hirer (Signature) | Paid - Signature of Committee Member |
| **Deposit Received in Part**  Amount £  Reason for reduction: | Received by Hirer (Signature) | Paid – Signature of Committee  Member |
| **Deposit NOT Returned**  Reason for forfeiture of Deposit: | Acknowledged by Hirer (Signature) | Non Return by Committee Member Signature Acknowledged |