



STAPEHILL VILLAGE HALL

Rules of the Hall & Departure Checklist

Ensure that during use someone is always in the hall (front door is self locking)

Water Heater is on for two hours

Blu Tack only to be used for decorations/notices (no tape/sellotape)

Notes

Children should be supervised when climbing on the Mound

We reserve the right to be reimbursed for any damage caused

The Hall does not have Insurance for bouncy castles (you must get your own)

On Departure ensure

All spaces

Are clean and tidy and have been swept

All windows are closed and locked and keys put back on their hooks

All lights have been turned off

Kitchen

All taps are turned off

The cooker is turned off

Any kettles used have been emptied

The bin is emptied (into wheely bin outside) and a new bin liner has been inserted

Toilets

All taps are turned off

Store Room

All tables have been placed facing one another (see instructions on the wall)

Exit

Exterior Door securely locked