

Mistley Village Hall

Responsibilities of Hirers

1. ALL areas of the Mistley Village Hall are NO SMOKING. This includes the entrance, main hall, Lounge, kitchen, toilets, and store cupboards. This is most important – if not enforced then any deposit paid will not be refunded.

2. During the use of the hall: -
 - (a) Accidental spillages must be cleared up immediately.

 - (b) ALL accidents are to be recorded in the Accident Book, which is a red notebook kept in the kitchen adjacent to the hatch.

3. At the end of the hire, it is your responsibility to make sure that:-
 - (a) Tables and chairs are wiped clean. Chairs must be hung on the frame with the seat to the outside. Tables are stored in the cupboard in the lobby.

 - (b) Kitchen utensils are replaced in the cupboards and work surfaces cleaned.

 - (c) The toilets, urinals, and basins are left clean and have not been blocked up. No paper is left on the floor of the toilets.

 - (d) All taps are turned off.

 - (e) All rubbish is cleared up and completely taken away. The small skip in the car park is not to be used by hirers.

 - (f) All floors have been swept clean or washed down, but please do not wash the main hall floor with anything but warm water. Do not use detergents or other cleaning agents on the main floor of the Hall.

 - (g) All lights are switched off.

 - (h) All windows and doors are securely locked on leaving the premises. Please check all rooms.