

ALDERMASTON PARISH HALL

CONDITIONS OF HIRE

IT IS THE HIRERS RESPONSIBILITY TO LEAVE THE HALL CLEAN AND TIDY.

KITCHEN

1. DRAIN & SWITCH OFF THE DISHWASHER.
2. STACK THE CROCKERY NEATLY ON THE SHELVES AFTER USE.
3. PLACE THE CUTLERY IN THE CORRECT CONTAINERS.
4. WIPE OUT THE OVEN & CLEAN THE HOB.
5. SWITCH OFF ALL POWER SOCKETS.
6. SWITCH OFF THE MAIN GAS TAP BY THE KITCHEN EXIT.
7. WIPE DOWN ALL WORK SURFACES.
8. SWEEP THE FLOOR.
9. REPORT ALL BREAKAGES AND DAMAGES.

MAIN HALL & BILLIARD ROOM

1. PLEASE RETURN ALL TABLES AND CHAIRS TO WHERE THEY WERE FOUND.
2. SWEEP THE FLOOR.
3. MAKE SURE ALL CEILING HEATERS AND LIGHTS ARE SWITCHED OFF.
4. MAKE SURE ALL DOORS ARE CLOSED AND LOCKED SECURELY BEFORE RETURNING THE KEY TO MRS LUCY PAXFORD.

THIS HALL IS IN CONSTANT USE, SO PLEASE LEAVE IT CLEAN AND TIDY FOR THE NEXT USER.

IT IS THE HIRERS RESPONSIBILITY TO REMOVE AND TAKE AWAY ALL RUBBISH THAT HAS ACCUMULATED FROM THE HIRING.

FAILURE TO COMPLY WITH THESE CONDITIONS OF HIRE WILL RESULT IN YOUR DEPOSIT NOT BEING RETURNED.

IT IS THE HIRERS RESPONSIBILITY TO MAKE SURE THAT THEY AND ALL OCCUPANTS OF THE HALL ARE AWARE OF ALL FIRE EXITS. THESE EXITS MUST NOT BE BLOCKED.

PLEASE SIGN TO CONFIRM THAT YOU HAVE READ AND UNDERSTOOD THESE CONDITIONS.

SIGNATURE: _____ DATE: _____