

Housekeeping

- Access is via the door up the path to the right of the hall; front doors for emergency exit only
- No Pre-school equipment is to be used
- All furniture is returned to where you found it – please pick up rather than drag to minimise wear and tear to the floor
- Both halls are hoovered through and your rubbish is removed from the premises; hoovers are in the back room.
- You return the thermostats to the 15 calibration.
- You familiarise yourself with the fire safety information located on the noticeboard in the kitchen.
- The left hand (as you face it) door is bolted at the bottom before locking the right-hand door.
- After your event, the keys are returned promptly.
- Keys are not passed to the next hirer as it may put your damage deposit in jeopardy.

All damage deposits will be returned within 14 days, providing of course that there is no damage!

We have public liability insurance for non-commercial groups. If in doubt, please arrange your own event cover.

COVID19 Rules

- You must not enter if you or anyone in your household has COVID-19 symptoms.
- If you develop COVID-19 symptoms with 7 days of visiting these premises, please alert us immediately.
- Ensure to keep and supply a list of attendees for 21 days.
- Maintain the 1 metre plus social distancing as far as possible.
- Use the hand sanitiser provided on entering the premises. Clean your hands often.
- Ensure that everything that has been used is properly cleaned and wiped down. Door handles, tables, other equipment, sinks, surfaces etc
- Agree to follow and use all Covid rules currently in place within the hall (one- way systems, two people to use the toilet at any one-time etc)
- Where possible keep the hall well ventilated.

