

Castle Hill Village Association Hall

Terms and Conditions for Hall Hire

1. The hirer is responsible for leaving the hall in a clean and tidy condition with all rubbish removed (please refer to cleaning checklist with this and in the hall). The bond will be returned (if applicable) once it has been inspected and approved. This should occur within a week.
2. Please bring your own tea towels or leave used CHV Hall tea towels in the laundry bags provided
3. The hirer will be responsible for ensuring their function does not result in noise or behavior disturbing to residents, (Hall hire ends at 1 am).
4. **THE HALL KEY MUST BE LEFT IN THE LOCK BOX IF YOU LEAVE THE HALL FOR ANY PERIOD DURING YOUR HIRE. THIS IS IMPORTANT AS THE HALL IS THE EMERGENCY CENTRE FOR THE AREA AND ALL EMERGENCY SUPPLIES ARE CURRENTLY IN THE HALL. IT MUST BE ACCESSIBLE TO EMERGENCY TEAMS AT ALL TIMES.**
5. The hirer is responsible for health and safety in the hall. The conditions are on the hall wall. If an emergency occurs vacate the hall, move to safety, and await instructions.
6. Please enter your details in the book by the foyer whiteboard so we can provide statistics to the Council.
7. Please be aware when you park that others will be coming in to use the public toilets. You may need to park some cars on the road.
8. Be aware of the rules of the village, e.g. keep dogs under control, do not light fires, and share the tennis court and village green with those other than your group. You are hiring the hall, not the outside facilities.

CHV Hall Cleaning Checklist

On arrival

- The lock box key opens the main door next to the lock box, at the south end of the hall
- Check that the cold water is running in the kitchen sink, then turn on the power to the instant hot water unit (switch on the wall next to the hot water unit)
- Turn on the switch above the sink, for running hot water to the sink
- If you need more tables, they are in the back-storage rooms (2nd door on right)
- The BBQ is in the end storage room, please always return clean to avoid attracting rodents
- The small keys behind the end storage room door, open the firewood storage area.
- Spare toilet paper and hand towels are also located in the end storage room
- The plastic key opens the dispensers for the hand towels in the toilets.
- The sliding door can only be opened from inside the hall

On Departure:

Cleaning products and equipment are in the cupboard opposite the first toilet (the door may need pulling to open).

1. **Clean kitchen:** clear & wipe down benches, remove all food from the fridge/freezer/oven and wipe down. Please empty clean dishwasher if possible
2. **Power:** turn off the power to the instant hot water unit in the kitchen
3. **Toilets:** please clean the two toilets, hand basins, empty these rubbish bins, and restock toilet paper and handtowels
4. **Floors:** please sweep/vacuum, wash the floors if food has been served. A vacuum cleaner is in the storage room, and mop/bucket/cleaners are in the cleaning cupboard
5. **Rubbish:** deposit rubbish and recycling in the appropriate skips, located just inside the village entrance, on the northern side of the road.
6. **Lights:** are all turned off, including the outside porch lights
7. **Fire:** please ensure the firewood store is padlocked, wood basket in the hall is refilled with wood, NO firewood or paper are against the fire. DO NOT remove hot ashes, please leave to cool
8. **Lock up:** ensure sliding door is locked (the door needs testing to ensure it is locked), all windows and curtains are closed
9. **Tidy:** please leave the hall as you find it, with the same number of tables out, and stools arranged neatly.
10. **Return Key:** Lock the door and return the key to the lock box

Enjoy & have a great time!