PLATT MEMORIAL HALL

HIRER'S INFORMATION AND CHECK LIST POLICY

Please Remove and take home **ALL YOUR OWN RUBBISH**. Failure to do so may result in a charge being levied on your deposit bond.

Please leave the building clean and tidy. Failure to do so could result in a charge being levied on your deposit bond. Cleaning equipment can be found in the cleaner's cupboard next to the gent's toilet.

Please keep **ALL** external doors **CLOSED** if you play any music.

When leaving the building late at night (after 10pm) please consider our neighbours and leave **QUIETLY**.

Use of Kitchen – Tables (not round)– Chairs – everyday glasses / cups in kitchen cupboards – tea towels are included within the hire. Everything else carries an additional charge.

Opening of sliding patio doors is by prior agreement so as to comply with local planning restrictions.

You may use the air – conditioning units, please **TURN OFF** when leaving the building.

We advise that you set the Magnetic lock for extra security when in the building as instructed.

When leaving the building please close all internal doors for fire protection. **DO NOT** leave fire doors wedged open.

DO NOT stick anything to the walls, use the hooks provided on the beams if necessary. **WE DO NOT** allow the use of **GLITTER -** if used you may forfeit some or all of your deposit bond.

Take care when moving chair & table trolleys.

KEEP FIRE EXITS CLEAR AT ALL TIMES.

Please comply with the **HEALTH AND SAFETY POLICY** of Platt Memorial Hall A copy of which can be found in the kitchen next to the serving hatch along with the accident book. Please report use of the accident book if it is necessary to the person who let you in.

When using a land-based inflatable such as a bouncy castle you must ensure that access & use is controlled by an authorised adult employee/volunteer at all times. Further guidelines/requirements can be found attached to our HSE policy in the kitchen.

If you need help please call the trustee/person who let you in in the first instant, alternatively by phoning one of the telephone numbers on the right-hand side of the entrance door, should they not be available.

Please, when leaving the building at the end of your hire **SET** the magnetic catch and **LOCK** the door as instructed. Do not set the alarm unless you are a regular user or you were instructed to do so by the person who let you in. Please turn off **ALL** lights when leaving the building and make sure **ALL** external doors are closed and secure.

The hours of hire you booked include set-up and dismantle/clean-up time.

Please help us in looking after our Village Hall and treat it as if it were your Home.

Reviewed June 2026