

Guidance for Booking Organisations and Individuals

This guidance has been drawn up by the Management Committee of Kenton Victory Hall to assist users in maintaining the hall to the highest standards. These rules are to be read in conjunction with the 'Standard Conditions of Hire'.

Your assistance in following these rules is appreciated by the Committee and all other users.

- The hall floor must be protected if any activity is likely to cause it damage.
- Any equipment, jumble and other items belonging to users must be removed after the period of hire.
- All breakages of fittings or equipment must be reported to the Chairman or Bookings Secretary .
- Stiletto heels damage the floor and, if worn, **must** be covered with heel protectors.
- Vehicles must be parked with adequate spacing to allow the free movement of other vehicles in and out of the car park.
- The enclosed pre-school garden adjacent to Slittercombe Lane must not be used by any hirer other than pre-school.
- Hay or straw must not be taken into or used inside the hall
- It is against the law to smoke in any part of the building

Before leaving the Hall

- All tables and chairs and other equipment are to be put away after use.
Please use the chair carrier provided.
Carry the tables and avoid dragging them
- All areas of the hall must be left clean and tidy.
Whenever necessary floors should be swept or vacuumed using the equipment provided.
The Main Hall floor should only be mopped with water if there has been a spillage which could affect the flooring or subsequent users.
- All rubbish must be placed in the correct rubbish bins outside the kitchen door.
Excessive quantities of bottles or cans must be taken to bottle bank in Kenton triangle.
- All taps and lights must be turned off before leaving the premises.
Ensure the switch for the emergency lights (immediately inside the front door) is switched off.
- All windows, internal doors and external doors (including emergency exits) must be closed.
Front and back doors must be locked. The front fence gate should be closed by the organiser or last person leaving the premises.

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