

To users of the Village Hall
these are just a reminder of important points

- 1) Should you wish to serve coffee & tea please bring your own supplies and tea towels
- 2) Please leave the kitchen in a tidy condition & dry the surfaces & leave the sinks empty
- 3) Please take your rubbish home with you
- 4) Do not use blu tack, sellotape or similar on any of the walls.
- 5) All accidents must be recorded in the Accident book
- 6) Do not take furniture or equipment outside
- 7) Please let the Duty Officer know if any damage occurs during your event or if you have any problems.
- 8) Please ensure there is at least 1 adult for every 8 children in attendance.
- 9) Please to keep the building clean and tidy.
- 10) No ball games to be played in the room
- 11) No dogs are allowed in the building unless they are Assistance Dogs
- 12) Unsupervised children are not allowed in the kitchen. A supervising adult must be present at all times and is responsible for any children in the kitchen.
- 13) Always check that nothing left in front of wall heaters
- 14) Please ensure any equipment that is hired been PAT tested and is marked accordingly