

## Conditions of Booking Torpenhow Village Hall

You are responsible for clearing up after your event, including the disposal of waste and for leaving the premises and environs in the state in which they were found. In particular:

- Nothing should be attached to the walls of the building with BlueTac or adhesive tape, and no fixtures or fittings should be removed.
- Tables and Chairs – You are responsible for
  - Setting out any tables and chairs you require at the start of your event
  - Cleaning the tables at the end of the event
  - Returning the tables and chairs to their original locations
  - The tables must be stacked safely on the trolleys following the instructions you were given at the start of your event, also see the instructions on the wall in the main hall storage room
- Cleaning – Clean all kitchen surfaces and the cooker (if used). Clean and return all kitchen items to their original locations, the cupboards are clearly labelled. Used tea towels can be left on the worktops.
- Hall floor – if you served food during your event, please sweep the floor using the brush in main hall storeroom.
- Dishwasher – If you use the dishwasher then follow the instructions on the wall including the draining and cleaning of the system at the end of your booking.
- Rubbish – please use the recycling bins provided in the kitchen and at the end of your event please empty all your rubbish into the Allerdale wheelie bins located outside the kitchen door following all the recycling instructions.
- Fridge – please remove any food you have left in the fridge.
- Kitchen water heater – Please switch off at the socket on the wall.
- Lights – Please switch off all lights including the toilet lights and exterior lights before leaving the hall.
- Breakages and damage to village hall property – should be declared and paid for within 14 days of the event.