



Wenhaston Village Hall

Charity Number: CN 1001694

Custodian Trustees: Parish Council

Managing Trustees: Management Committee

Hirer's locking up checklist

Before leaving the hall, please ensure you:-

- Check all electrical appliances are switched off and if possible unplugged:-
 - Cooker in kitchen
 - Water boiler and kettles
 - Bottle cooler in café/bar
 - P.A. system
 - **LEAVE THE FRIDGE AND FREEZER ON.**
- Ensure that all exit/fire doors are closed:-
 - Kitchen door
 - Fire door in café/bar area
 - Fire door in main hall
 - Fire door in The Tardis room
 - Fire door by the rear of Stage side room
- Ensure that the lights in the loft are switched off and the loft door is locked and the key returned to the key rack in the kitchen cupboard.
- Ensure that all other lights are turned off and taps turned off:-
 - Stage lights and stage side room
 - Kitchen lights – ensure taps are turned off in kitchen and café
 - Main hall lights
 - The Tardis room lights and tap turned off
 - All toilet lights – ladies, gents and disabled toilets – ensure taps are turned off, particularly the disabled toilet.
 - Committee room – including the wall heater
 - Passage and foyer lights
- The external lights are controlled automatically
- Lock the main front door **ensuring that the bolts on the non-locking door are secure.**