

Eaton Constantine Village Hall Hiring the Hall.

Keys to be collected on the day of hire.

All electrical items in the kitchen can be used, but please switch them off afterwards.

All crockery and cutlery can be used but please put away afterwards clean and tidy.

Brooms etc. are in the cupboard in the toilet area.

Please leave the hall as you find it, hopefully clean and tidy.

Before leaving the hall

Stack chairs 4 or 5 high, and arrange alternately with tables at sides of the hall. DO NOT stack the tables or the BLUE chairs

Switch off all electric sockets

Check lights are off in the kitchen and toilets

Check kitchen and fire doors are locked

Take any recyclable waste away with you other waste put in wheelie bin outside kitchen door

Make sure all lights and heaters are switched off before leaving hall

Please return keys to whoever you collected them from

No deposit taken but any damages will be charged to you

Many thanks

