



Borden Parish Hall

Chairman *John Hepburn* Vice Chairman *Jeremy Bolas*
Secretary/Booking Secretary *Val Skinner* Treasurer *Michael Downes*

Check List

On entry:

Please,

- **Do not enter the hall before your period of hire commences.**
- **Ensure the person entering the hall initially has had instructions to unset the alarm system.**
- **Report any damage you find before commencing.**
- **Do not throw confetti inside the hall.**
- **Use the chair trolley provided. Do not drag chairs and tables across the floor.**

At the end of your event:

Please ensure,

- **Your event finishes at the designated time.**
- **All tables are clean before replacing in the cupboard.**
- **Heating in kitchen and toilets is switched off.**
(Switch is on the left side of the entrance, as you come through the outside door).
- **All taps are turned off.**
- **All windows are secure.**
- **Hot water urn is off.**
- **Fridge is empty.**
- **All internal lights are turned off.**
- **All rubbish, (including bar rubbish), is removed from premises.**
- **The alarm system is reset on exit.**

- **The keys are returned.**

The hall will be cleaned by the caretaker after your let but please ensure all of the above points are noted as they may result in some or all of your refundable deposit being withheld/forfeited.

Unless absolutely necessary, please do not attempt to wash the hall floor.