

Pitstone Memorial Hall – Hirer Responsibilities Guide

This quick reference guide outlines the essential responsibilities for anyone hiring Pitstone Memorial Hall. Please refer to the full Hire Agreement for complete terms.

✓ What You Must Do

- Use the Hall **only for the purpose stated** in your booking
- **Set up and clear up** within your booked time
- **Pay all charges within 14 days** of invoice
- Use the **door code emailed 7 days before your event** to access the Hall
- **Follow all safety regulations** and keep fire exits clear
- **Leave the Hall clean, tidy, and secure** after your event
- **Sweep the floor and, where necessary, mop to remove dirt**
- **Return all equipment to the designated storage areas**
- **Contact the Committee** with any questions or incidents
- Turn down music to **a low level by 11pm**

✗ What You Must Not Do

- Use the Hall for **any purpose not stated** in your booking
- **Sublet or transfer** your booking to another party
- **Smoke inside** the Hall
- Use external cooking equipment **without prior permission**
- **Share the door code** with unauthorised persons
- Leave the Hall **in poor condition or cause damage** (deposit may be withheld)
- **Cancel within 14 days** of your event without potential cost

Thank you for using Pitstone Memorial Hall, for full terms, visit www.pitstonememorialhall.co.uk or contact the Hall Management Committee.

In case of an emergency, such as no water or the fire alarm going off please call

07*****

If there is danger to life call 999