

**Abbots Road United Reformed Church**  
**CHECKLIST FOR HIRERS/Lettings**

**30/04/2022**

Thankyou for booking your event at Abbots Road URC.

The following checklist has been produced to help you run a smooth event. We hope you have a trouble free and enjoyable time.

Reminders.

The Hirer is responsible for anything that happens during the Hire Period and **MUST** be fully aware of all Terms and Conditions of Hire which are detailed in our Lettings Policy and Terms and Conditions.

The Hirer must take away ALL rubbish and leave the premises in a similar state to that in which they were found. Note the internal and external bins are there for regular day to day or week to week users ie normal waste but if on occasion you have excess waste please remove these from the premises. Irregular/One off hirers should remove their own rubbish from the premises. This will help with the build-up of excessive waste.

Main Hall chairs must be carefully nested in stacks no more than five high for plastic chairs and two high for the upholstered chairs.

If you are a regular user and have your own key or have booked on a one-off occasion please ensure All windows are closed, including the high ones in the Main Hall, and all internal doors must be pulled to. Please ensure all doors are locked especially extra doors which may have been opened during high temperatures. Please check after you have turned the key in the main door that it is fully locked.

### **Quick Checklist Before the event starts**

|  |  |
|--|--|
| Lettings Policy Terms & Conditions are read and understood and Supervision is in place where required.     |  |
| Health and Safety Policy is read and understood and adhered to. Indemnity/Liability insurance is in place. |  |

**On and during occupation of the Hall(s) and room(s).  
Please work through the checklist before you leave.**

|   |  |
|---|--|
| Fire Exits clear and remain clear including escape routes.  |  |
| Evacuation routes and procedures understood by all in attendance.   |  |
| Ensure a mobile phone is available for emergency purposes.  |  |
| NOTHING stuck to painted walls or to curtains   |  |
| Kitchen clean and tidy with all crockery and cutlery etc. washed and dried and put away.                  |  |
| All kitchen surfaces are disinfected and wiped clean  |  |
| All food brought onto the premises are removed and taken away.  |  |
| Tables in the rooms are disinfected and wiped clean.  |  |
| Non folding tables are carefully stacked no more than four high.  |  |
| Folding tables (if used) are returned to their appropriate trolley and placed in their original location. |  |
| Chairs must be carefully nested in stacks (see above)   |  |
| Floors swept and if necessary spillages are mopped and wiped clean.                                       |  |
| Rubbish removed (see above).  |  |
| Incidents, accidents, faults or issues reported to the Hall Booking Manager                               |  |
| Toilets are cleaned and flushed   |  |
| All appliances are switched of at the socket (excluding fridge and freezer).                              |  |
| All interior and Exterior lights switched off   |  |
| All interior doors closed   |  |
| Exterior Doors secured shut and locked  |  |

**For irregular hirers who do not have possession of a key please do not leave the premises until someone has arrived to ensure the doors are secured and locked.**

**Please place this checklist in the envelope provided and post through the external letterbox or hand to the HBM when locking the premises.**

