

Beckley Hall

BH DN5 - C

HIRER'S Template Check List

This template, which forms part of your contract with us, is intended to give you some advice to help you prepare for your use of the Hall and, potentially, your engagement with any commercial suppliers. It can only be a template to cover the minimum standard requirements. Given the wide ranges of potential uses for the Hall it is not possible to make a check list fully comprehensive to cover all such uses. Hence you should add to it as necessary to cover your particular use and any other contract obligation that you may wish to be reminded of on the day of the hire having read the more detailed hire terms.

Tasks – the following is for your guidance prior to and at the end of an event	
	Tick when complete
DO NOT:	
Prop fire doors or use wedges to hold them open. 95% of people killed in fires are killed by smoke, so closing fire doors is vitally important.	
Let rubbish accumulate, clean as you go.	
Block fire escape routes	
Smoke	
Bring untested portable electrical appliances to the Hall	
Light naked flames in the Hall	
Cook using deep fat frying	
Try to fight a fire if that creates personal risk	
Use any external cooking appliances such as barbecues.	
At the start of the event:	
Display your Temporary Event Notice (if you have one) on the Notice Board	
Check that you and your guests know how to escape the building in the event of a fire.	
Ensure that any special arrangements in place for the safe evacuation of people identified as being especially at risk, such as those with disabilities, and children.	
Check the position of the fire extinguishers (two locations) and fire blankets in the kitchen and that they are unobstructed.	
Check that all escape routes are clear of obstructions and combustibles, and free for use and that the fire escapes can open easily and are not locked.	
Check that all are familiar with the assembly point to be used in the event of evacuation in the event of fire, which is by the timber gate between the car park and the playing field	
Check that there is no combustible storage in areas open to the public	
Check that you know the method you would use to call the emergency services if necessary. There is no phone in the Hall so you would need to use a mobile phone. The address of the Hall if you are talking to the emergency services is: Beckley Village Hall, Woodperry Road, Beckley, Oxon, OX3 9UZ, what 3 words graced.kitchen.calculate	
Check that your function will not overload the Hall and in particular note that the Hall is designed for a maximum 120 people seated safely and 140 otherwise.	
Check that you know where the first-aid kit is located	
Ensure that you can comply with the Noise Control provisions set out in the Hire Terms and Conditions.	
Check that the fridges (if to be used) are kept below 5 degrees centigrade (using the thermometers supplied in each fridge).	
At the end of a function:	
Clean all used floors. Appliances for cleaning can be found in the customer cleaning cupboard in the Store Room. Sweep first, or vacuum and if necessary, use the labeled mist mop on the wood floor to remove any soiled areas. Any spillage on the stone and vinyl floors should be wiped using the sponge mop and water. Do not use excessive water as this can damage the wood.	
General (check that)	
All outside areas are free of cigarette stubs and litter	

Beckley Hall

BH DN5 - C

HIRER'S Template Check List

There are no smouldering fires	
All electrical appliances other than the fridges are turned off and unplugged	
All lights have been turned off (except the automatic lights)	
All internal doors are closed.	
The following internal and external doors are locked: Kitchen door to Hall Kitchen door to Patio Storage Room door to Hall Storage Room door to Foyer Plant Room door External fire door from main Hall External door from Storage Room Exit door in toilet block corridor Access doors from foyer to patio Access door from changing room corridor to playing field	
Close skylights in Main Hall - see notice by vent switch	
Remove the Temporary Event Notice (if you have one) from the notice board and send a copy to the Booking Secretary	
Hall and Entrance Hall/Foyer	
All tables and chairs in Main Hall returned to stack units in Storage Area according to the instructions on the wall and on the trolleys	
Leave three large tables and 8 chairs in the Foyer.	
Kitchen	
Check that work services are wiped clean and the floor is swept	
Check that fridges have been emptied, cleaned and left on.	
Check that all electrical appliances have been switched off (except for the fridges), being: - Cooker - Microwave - Water heater - Kettles - Dishwasher - Hot cupboard	
Empty bins into appropriate large blue general waste, green recycling waste, and black glass waste Commercial (Grundon) bins in the bin store in the car park. Replace the black and clear bags for re-use. Place bagged and tied sanitary products and food waste in blue General Waste Grundon bin.	
Check that used tea towels, dish-clothes and other cleaning cloths are placed in the laundry bin in the Kitchen.	
Check that both kitchen hatches are closed.	
Report any faulty electrical appliances to the Booking Secretary so that they can be repaired or replaced.	
Toilets and Changing Areas (check that)	
Toilets are flushed and loo rolls present	
Storage Room (check that)	
Table tops are cleaned thoroughly	
Tables and chairs are stacked on their racks as per instructions on the trollies	
Final Actions	
Report any breakages or damage to the Booking Secretary.	
Complete the Accident Book if required and report verbally to the Booking Secretary	
Return Key to Key Safe, check bin store is locked, and replace (and lock) bollards if removed	