

Tynninghame Village Hall Client checklist

Thank you for choosing our Village Hall as the venue for your special occasion. We hope that you have a lovely time. Whilst our hall is old and rustic, which is part of its charm, there are a few things we need to do to keep it safe and clean. We would ask that you help us by agreeing to comply with the following during and at the end of your hire period. Please leave the hall as you found it and also leave this form signed and dated for the Hall Keeper's and our insurance records.

If you have arranged for the hall to be cleaned by another party then please ensure that the building is safe before you leave by checking that :- **all electrical appliances and lights are switched off (check toilets), fire guard is in place and fire damped down and front and rear doors are locked.** If you have others cleaning up for you please make sure that you have asked them to complete and leave this form.

Area	Task	check
Main Hall	If used dampen down the fire and replace the fire guard. Ensure any lit candles are put out	
	If used switch off all overhead heaters	
	Replace all furniture in Hall to proper place	
	Any items taken from the outside shed must be returned to the designated storage areas which are clearly marked	
	Sweep Hall floor	
	Remove any banners /decoration /lights that you have put up	
	Check for any personal belongings e.g coats, bags etc	
	Switch all lights off including front door security light. Unplug fairy lights if used	
Kitchen	Switch off all electrical appliances, water heater & lights.	
	Switch all fridges off and leave doors open	
	Remove all items from fridges and wipe any spillages	
	Please clean oven and hob	
	Please empty and drain dishwasher if used	
	All rubbish should be tied up and placed in appropriate bins, or recycled, at the rear of the hall. Flatten cardboard boxes and take away. No food waste to be left in kitchen.	
	Replace crockery and cutlery to designated areas	
Toilets	Please leave clean and tidy and switch all lights off	
Store room & shed	Where items have been taken and then returned to the shed please ensure the shed door is locked and that the key is returned to the hook in the kitchen. Switch store room & shed lights OFF.	
Outside	Clear away all decorations, balloons, banners etc	
	Pick up any items that you have taken onto the communal greens e.g. bottles, paper cups, glassware etc	
	Lock/snib back door and leave key on kitchen hook .Ensure that the front door latch is engaged as you exit the Hall	
If applicable:-	LEAVE SPARE HALL DOOR KEY ON KITCHEN WORKTOP	
signed:-		
print name:-		
date:-		

We would like to draw your attention to a number of important points in order to preserve the Hall and surroundings and to ensure that local residents are not unduly inconvenienced by their community space being used for special events.

The Village Hall Terms & Conditions of Hire should have been fully read before your event takes place. The Hire of the Hall allows clients full use of the inside of the Hall, the lawns at the front of the Hall and the delivery area at the back.

N.B. If you find a breakage or damage, not caused by you, before your event please let the Hall Keeper know straight away. If you break or damage anything please report it so that we can replace or repair it. FAILING TO DO THIS PROMPTLY MIGHT RESULT IN EXTRA CHARGES.

Please be kind enough to make sure that **everyone involved in setting up or clearing up after your event reads the notes below** and complies with the following:-

1. Parking

There are no designated parking spaces for Hall clients. The access road to the side of the hall should never be blocked as constant access is required by neighbouring residents and Estate vehicles. There should be no parking on the drying green (which has private access) directly behind the Hall.

2. Loading and unloading

The gravel area directly behind the Hall can be used for loading and unloading. Please do not use the lane at the side of the Hall for this purpose. Always park on Main Street or on the gravel area behind the Hall.

3. Gazebos

Catering tents or gazebos can be put up in the gravel area directly behind the Hall, but they must not extend out beyond the wall boundary. Do not leave any Hall electrical equipment out overnight.

4. Drying Green

The area of drying green immediately behind the Hall is **not included** in the hire and therefore should not be used as a drinks or socialising area. It is used by residents for access and other purposes.

5. Cricket pitch and football pitch

The cricket and football pitches, which are accessed through the opening in the hedge at the south end of the drying green, are open to all residents and visitors to the village to enjoy. You are welcome to use these spaces. However, setting up of tables, chairs and marquees requires prior permission from Tynninghame Estate. Children and dogs should be supervised at all times if playing on these pitches or anywhere outside the Hall.

6. Rear steps, attic and shed

It is strictly forbidden and extremely dangerous to access the stairs at the back of the Hall. There is no entry allowed into the attic at the top of the stairs. Please keep children away from playing on the steps and in the shed.

7. Decorations and banners

If you wish to personalise the hall and put up lights or bunting etc outside please discuss your requirements with the Hall Keeper but we would ask that you make sure that they are all removed after the event. If fairy lights are put up in advance please only use during the event i.e. do not switch on and leave overnight.

8. Noise and disturbance

There is a cut-off time for weddings or similar events at 11pm on Fridays and Saturdays to minimise disturbance to neighbours. Please ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

Thank you for taking time to read through these notes and more importantly for being appreciative of our village and residents.

Reviewed September 2023