

RAMSDEN MEMORIAL HALL

Hirer's Responsibilities



In order to keep Hire Charges as low as possible, it is important that users of the Hall leave it ready for the next event. If we have to do extra cleaning or repairs after your event, then an extra charge will be made, to cover their cost.

1. Main Hall
 - a. Return all chairs and tables to the storage cupboard
 - b. Remove all your decorations and equipment
2. Kitchen (if used)
 - a. Clear and clean sink and all work surfaces
 - b. Remove your food/drink from the fridge
 - c. Clean out microwave (if used)
 - d. Check and wipe cooker. You will be charged for cleaning, if it is not left as found.
 - e. Run dishwasher, as necessary
 - f. Empty Kitchen bin and replace liner, if necessary

There are cleaning materials and bin liners for Hirers in the cupboard above the sink.

3. Bins
 - a. Put rubbish bags outside the Hall, in the Bin
 - b. Use recycling bins, wherever possible
4. On leaving:
 - a. Turn off the Storage Radiator Boosters (Left hand switches)
 - b. Turn off wall-mounted heaters
 - c. Turn off all internal lights
 - d. Lock the front door and return the key to Bookings Manager

When you return the key, please report any damage and supplies needed.

2nd November 2008

W. Miller, Chairman