Hawkley Village Hall, Upper green, Hawkley GU33 6NA

Thank you for booking your event at Hawkley Village Hall. For collection/return of the keys please contact:

Anne-Marie Davis at the Old Bakery, Hawkley

annemarie@hawkley.org

Tel: mobile 07836 792303   home 01730 827507

USE OF KITCHEN and MAIN HALL

- The Kitchen equipment now includes an industrial dishwasher as well as a range cooker. Please follow the safety guidance and user instruction leaflets for all the equipment. These can be found on the walls next to the item.
- Please use extractor fan if using the cooker- switch on wall on right hand side.
- Take care of the wooden floor in the main hall. Wipe any spillages immediately with damp/dry cloth. **Under no circumstances use a wet mop on the wooden floor.**

END OF SESSION

- Stow away all equipment. All chairs and tables to be wiped clean and returned to the store-room in the same place as they were found as all storage is pre-allocated for each group that uses the hall.
- **PLEASE TAKE AWAY ALL WASTE MATERIAL**. Empty kitchen bin and remove empty bottles. A removal fee will be deducted from your deposit if this is not done.
- Check that all electrical appliances are turned off and unplugged where necessary.
- **Close all internal doors and secure all outside doors and windows properly- make sure all external doors are locked- including changing room doors.**
- **Switch off lights.**
- **All floor spaces to be swept and/or vacuumed.** Kitchen floor to be mopped if dirty.
- Drain dishwasher (if used) as per instructions on the wall, don't forget the final rinse.
- All defects and breakages are to be reported to the Trustees at the end of the hire.
- Please ensure your guests leave the hall quietly – we are central within the village, so please respect our neighbours' property.
- Please leave the kitchen area as clean as you found it.
- Please check all areas (including the toilets) before you leave to make sure they are unoccupied and clean and tidy.
- Arrange for key return.
- **Your deposit is at risk if you do not do all of the above.**