

## LITTLE CHALFONT VILLAGE HALL

### BOOKING CHECKLIST

#### 1. At time of booking

Tick when done

1.1	Read all the terms and conditions	
1.2	Confirm that the numbers anticipated to attend are within the limits set out in the terms and conditions	
1.3	Sign and return the Application for Hire document to confirm booking	

#### 2. Two weeks before date of function

2.1	Ensure that the invoice has been paid in full and a deposit cheque provided if required	
2.2	Confirm that the numbers known to be attending are within the limits set out in the terms and conditions	
2.3	If alcohol is to be sold ensure that you have obtained the necessary Occasional Licence from Chiltern District Council (CDC)	
2.4	Obtain a Phonographic performance Limited Licence if recorded music is to be played at a public event. Details are available at <a href="http://www.ppluk.com">www.ppluk.com</a> or 0207 543 1030	

#### 3. In the week prior to the date of the function

3.1	Arrange to pick up the keys from the office at the back of the Village Hall (it is normally open between 9am – 3pm Mon to Fri). Telephone 01494 766655 to arrange	
3.2	If a licence to sell alcohol is required bring proof of this to show the Clerk	
3.3	Seek consent from the Clerk if any additional lights are to be used	
3.4	Ensure that any portable electrical equipment being brought onto the premises has been approved and tested for serviceability by an appropriate body	
3.4	Put together a first-aid kit to be available at your function (there is one normally available in the kitchen but the contents cannot be guaranteed)	
3.6	Ensure that all scenery and costumes to be used are fireproofed	

#### 4. On arrival at the hall for the function

4.1	Make everyone aware of the fire safety procedures and where the fire extinguishers and fire exits are located	
4.2	Ensure that no fire exits are blocked and unbolt the back fire door	
4.3	Turn the thermostat to your required temperature	

5. At the end of the function

5.1	Clean all areas of the premises so that it is left in the same condition as when you arrived. Areas include main hall, entrance hall, toilet areas and kitchen. Brushes and cleaning items are available to be used for cleaning.	
5.2	Empty all bins – there is a large green refuse bin in the car park area of the hall into which all rubbish can be deposited	
5.3	Remove all bottles and cans – there is a re-cycling centre in the CDC car park adjacent to the village hall which may be used for this purpose	
5.4	Check that the oven, extractor fan and the mains connected urn are turned off	
5.5	Turn the thermostat to 20C	
5.6	Check that all fire exits are bolted shut, close all windows and close the curtains	
5.7	Lock the front door on exiting and close up the chain on the entrance to the car park	

6. Within 2 – 3 days after the function

6.1	Return the Hall keys to the office at the back of the Village Hall (it is normally open between 9am – 3pm Mon to Fri). Telephone 01494 766655 to arrange	
6.2	Receive back deposit cheque if no damage has occurred	