

Crawley Down Village Hall

Users Responsibilities

Hall users are required to ensure that:

the hall is left in a clean and tidy condition - please sweep the floor before you leave

all lights are switched off and the premises are secure

tables and chairs are left clean and stacked neatly - no more than 6 high

any equipment used is returned to its place of keeping

the oven and dishwasher, if used, are left in a clean condition

no litter is left in or around the premises - any rubbish bags that will not fit in the bin should be taken away by the hall user.

any damage is reported

toilets are checked by those organisations with young children, and cleaned up where necessary

the locations of the fire extinguishers, fire exits and evacuation procedures are noted and conveyed to all in the hall

the noise level in the hall is such that it will not inconvenience the occupiers of nearby premises

they leave the hall quietly, especially at night, so as not to disturb others

if hiring an inflatable, hirers must do a risk assessment and obtain a copy of the public liability insurance certificate to give to the booking secretary before the event

Please note that no charge is made for the time spent in arranging the hall for the user's requirements or in the clearing away afterwards. Access will normally be allowed 15 minutes before and after closing times of booking.