

Llanmadoc & Cheriton Village Hall – Checklist for Hall Hire

To hire the hall the hiring party must answer Yes or No to the following:-

- A. Hall Hire date and duration of hire is approved – Yes/No
- B. Hall hire fees agreed- Yes/No
- C. Hall hire fees paid Yes/No
- D. Use of bar – Yes /No
- E. Kitchen portable appliances required – Yes/No
- F. Kitchen fixed appliances (ovens fridges etc.) required -Yes/No
- G. Audio/Visual equipment required Yes/No
- H. Health and Safety Policy read and understood – Yes/No
- I. Fire Safety protocols read and understood Yes/No
- J. Attendees no more than 70 people (using tables) or 100 (seating only) Yes/No
- K. Special alcohol licence applied for -Yes/No

The hiring party are responsible for

- A. Ensuring all that attend behave responsibly and lawfully
- B. No pets or animals allowed in the Hall unless as assistance animals
- C. Ensuring a Hall Committee member is present if the bar is open
- D. Paying for any damage to, or loss of, hall equipment or fixtures and fittings including chairs, tables, glasses, crockery, cutlery etc
- E. Recording accidents in accident book
- F. Removing any non-hall related items from the hall at the end of the event
- G. All rubbish being bagged and removed from the hall at the end of any event. To comply with the hall sustainability policy the following materials will need to be separated for collection, and collected separately:
 - a. Food
 - b. Paper and card
 - c. Glass
 - d. Metal, plastic and cartons
- H. Ensuring no alcohol is sold to minors (under 18 years of age) as defined in the sale of alcohol licence
- I. Ensuring child safeguarding protocols are followed
- J. Ensuring all that attend are aware of fire safety and fire evacuation protocols
- K. Restoring the hall to its original condition after use : this covers
 - a. Putting away Chairs against hall walls and sweeping floor as illustrated below
:



- b. Putting away tables in the rear storeroom



- c. Clearing up and leaving the kitchen free from any left-over dishes and washing up with surface wiped down



A. Locking up the building after use

I agree to the above Hall Hire Conditions

Name

Address

E-mail

Contact number

The Management Committee Llanmadoc & Cheriton Village Hall

September 2025