



Wootton & Dry Sandford Community Centre
Lamborough Hill
Wootton
Oxfordshire
OX13 6DA
E-Mail: w-and-dscc-booking@hotmail.co.uk

CHECKLIST FOR HIRERS

Please read the CONDITIONS OF HIRE for full details of your responsibilities under the HIRING AGREEMENT.

1. THE ROOM/S MUST BE SWEEPED/VACUUMED AFTER YOUR EVENT. DUSTPAN & BRUSHES CAN BE FOUND IN KITCHENS AND STORE CUPBOARDS AS DETAILED WITHIN THE BUILDING.
2. ALL KITCHEN SURFACES AND TABLES MUST BE WIPED DOWN USING ANTI-BACTERIAL SPRAY CLEANER (CLOTHS AND SPRAY CLEANER ARE NOT PROVIDED FOR THIS).
3. Bag up and remove ALL rubbish and recycling from your event.
4. Return ALL furniture to the stores stacking safely.
5. Blue chairs on trolleys to be parked in store safely with safety strap in place.
6. Main Hall tables to be safely returned to the trolleys as per instruction in main hall store cupboard – PLEASE ENSURE TABLE TOPS ARE FACING EACH OTHER TO PREVENT SCRATCHING.
7. ALL FIRE EXITS MUST BE KEPT CLEAR AT ALL TIMES.
8. OPEN curtains and/or blinds on leaving (use curtain cords) – this is FIRE PREVENTION.
9. CLOSE stage curtains via turning handle (on left as you look at stage).
10. REPLACE any/all socket covers that you have removed for child safety.
11. SWITCH OFF ALL LIGHTS AND APPLIANCES- Kettles, urns etc., and empty please. (Note, lights in both kitchen areas and all toilet areas are automatic and will switch themselves off 10 minutes after the last movement).
12. DISHWASHER – YOU ARE NOT PERMITTED TO USE THE DISHWASHER UNLESS EXPRESS PERMISSION HAS BEEN GRANTED PRIOR TO YOUR BOOKING.
13. Check all windows are locked closed, doors securely closed and locked, all toilets cleared of debris and taps turned off.
14. Notify the Caretaker if there are any issues with cleanliness, repair or damage.