

One Off Hirers check list:

Have you Paid?	
You can use the kitchen - <i>fridge, 2 ovens, hob & microwave.</i>	
Can use the water urns, can take downstairs but please return to upstairs kitchen.	
Lift - <i>for Health & Safety please do not use it alone. Press & hold "G" button to go down, "1" to come up.</i>	
Please make sure that children are not upstairs on their own	
Small kitchen off Hall - <i>please do not use fridge or microwave, they belong to pre-school - any crockery used to be cleaned. We do not provide washing up liquid or washing up sponge or tea towels.</i>	
Mop and brushes in the kitchen area	
Chairs - <i>please stack red seat side outwards, if any broken they will be charged</i>	
Decorations can be stuck to the blue strip only please	
Blinds and cords - <i>to repair the cord is £30.00</i>	
If using a disco/entertainer - do not use a smoke machine as this will set the fire alarm off.	
Fire doors - <i>open from inside, stay open, cannot get in from the outside</i>	
Can use the outside area - <i>but clear all rubbish away</i>	
All rubbish to be taken home please	
Shown how to unlock and lock the building - given instructions	
Before leaving please ensure all lights are off and you have left the room as clean as you found it.	
Any problems or concerns please contact - Mr John Fortune (caretaker) 07549 205147 or Dawn on 07545 485338	
If the smoke alarm sounds - <i>follow the procedure stuck on the wall.</i>	
Please respect our neighbours and leave quietly - thank you	
No smoking in the garden please <i>This is a NO SMOKING BUILDING</i>	