

These standard conditions (Pages 1-13) apply to all hiring of DHI Venues. If the Hirer is in any doubt as to the meaning of the following, the Booking clerk should immediately be consulted.

1. Hall decoration

The following MUST be adhered to when putting up decorations for your event.

No notices are to be adhered to any door (inside or outside). NO Sellotape, pins, nails, or blu-tack to be used on, walls, woodwork, light fittings, existing decorations, or curtains. Brass hooks are provided for hanging decorations. No decorations are to be put up near light fittings or heaters. All decorations to be removed with care at the end of hire period.

No naked flames to be used in the Hall. NO candles other than birthday cake candles may be used. NO FIREWORKS to be used either inside the building, outside in the Hall grounds or in the attached farmer's field.

In NO circumstances must Hall notices be removed. They are there for a legal purpose.

· Confetti OR confetti cannons/balloons are not allowed to be used ANYWHERE outside the premises or on our surrounding ground. They may be used at the express permission of DHI. However, if you would like to have confetti, we must charge a £100 cleaning fee in advance, as we must hire an external firm to clean the foliage in the rafters as against Health and Safety for our staff to clean at that height.

· Snow machines that use only water to make the snow – and no chemicals – may be allowed at the express permission of DHI and will be subject to a £100 cleaning/salting charge paid in advance.

· Any form of balloons used in the premises must be taken down and disposed of in the outside refuse bins. Any balloons left at the end of the function/events/activities during inspection of the premises will incur a deduction from the deposit of £50.

· Runway Mats are not to be stuck down with any type of adhesive. The Hirer/User will be charged for the full cost of any repair, replacement or additional cleaning that arises because of using adhesive on our floors or walls her/his hire/use of the Centre more than the sum of the returnable deposit.

2. Age

The Hirer shall, not being a person under 21 years of age, hereby accept responsibility for always overseeing and on the premises when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met. Hire will not be accepted for birthday parties for 16–21-year-olds.

3. Supervision

The Hirer shall during the period of hiring, be responsible for: supervision of the premises, the fabric, and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway. As directed by the Booking clerk, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings, or contents and for loss of contents.

4. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sublet or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

5. Licences'

The Hirer shall ensure that the appropriate Licences are in place 28 days before the hire commencement date: - The Premises Licence is needed if any regulated entertainment and licensable activities will take place. Such activities include the performance of plays; the exhibition of films; indoor sporting events; the performance of live music; the playing of recorded music; the performance of dance; making music; dancing; entertainment like those above; Performing Rights Society Licence (PRS) and Phonographic Performance License (PPL) which permits the use of copyright music in any form e.g., record, CD, tape, radio, television or by performers in person. If other licences, such as Temporary Event Notice (TEN) for sale of alcohol, are required in respect of any activity in the DHI Venue the Hirer should ensure that they or DHI hold the relevant licence well in advance of hire date and provide proof as requested.

6. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall's Fire Risk Assessment and general Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. a) The Hirer acknowledges that they have received instruction in the following matters:

Brent Hub Community Enterprise Centre and Tokyngton community centre and grounds (including car park) is NON-SMOKING.

The action to be taken in the event of a fire. This includes calling the Fire Brigade and evacuating the hall.

The location and use of fire equipment.

Escape routes and the need to keep them clear.

Method of operation of escape door fastenings.

Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

Do not work on steps, ladders or at height until they are properly secured, and another person is present.

Do not allow children in the kitchen except under close supervision (e.g., for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.

Wear suitable protective clothing when handling cleaning or other toxic materials b) In advance of an entertainment or play the Hirer shall check the following items:

That all fire exits are unlocked, and panic bolts are in good working order.

That all escape routes are free of obstruction and can be safely used.

That any fire doors are not wedged open.

That exit signs are illuminated.

That there are no obvious fire hazards on the premises.

ALL occupants of the hall are aware of the fire exits and the fire evacuation procedures.

Misuse of fire-fighting equipment will result in loss of deposit + charge to cover refilling/replacement costs.

If holding an event using seats in rows, drop link connectors of chairs to be used to keep the chairs in upright position for safe evacuation in event of fire.

7. Means of Escape

a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

b) The emergency lighting supply illuminating all exit signs and routes must be kept visible during the whole of the time the premises are occupied.

These are operated by an automatic mains failure switching device in the case of a power failure.

8. Outbreaks of Fire

It is the hirer's responsibility to check the building has been evacuated and that the Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking clerk.

9. Health and Hygiene

The Hirer shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations. Dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The fridge does have a thermometer.

10. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Do not use any appliance that shows sign of wear or damage and advise the Booking clerk as soon as possible. Never leave any electrical equipment operating whilst unattended.

11. Insurance and indemnity (DHI have public liability insurance of £5,000,000)

a) The Hirer shall be liable for: -

i) The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the cartilage thereof or the contents of the premises

- ii). all claims, losses, damages, and costs made against or incurred by Brent Hub, DHI, their employees, volunteers, agents or in respect of damage or loss of property or injury to persons arising because of the use of the premises (including the storage of equipment) by the Hirer, and
- iii) all claims, losses, damages, and costs made against or incurred by Brent Hub, DHI, their employees, volunteers, agents, or invitees because of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-paragraph

(b), the Hirer shall indemnify and keep indemnified accordingly each member of the Brent Hub, DHI, their employees, volunteers, agents, or invitees against such liabilities.

b) Non-Profit/Private Hirers - DHI are insured through Ansvar Insurance which includes Hirers Indemnity of £5,000,000, which covers all non-profit/private hires which indemnify person(s) whilst using the venue as though they were DHI. A full copy of our Insurance Certificate & the Ansvar Insurance Plc DHI Policy wording you are bound by, please request a copy from the Bookings Clerk.

c) The Hirer is responsible for the “Event”. To comply with the Public Liability section of DHI ANSVAR Insurance Policy to extend to cover to the Hirer, the Hirer agrees to comply with guidelines laid out in Ansvar Insurance Plc Special Events Guideline factsheet PDF, which can be found on our website, or a copy requested from the Bookings Clerk.

d) Commercial/Profit-making Hirers. The Hirer shall take out adequate insurance to ensure the Hirer and members of the Hirer’s organisation and invitees against the Hirers liability under paragraph 10(a) and all claims arising because of the hire and on demand shall produce the policy and current receipt or other evidence of cover to DHI. Failure to produce such policy and evidence of cover may render the hiring void and enable the Bookings clerk to re-let the premises to another hirer. DHI is insured against any claims arising out of its own negligence.

12. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to the Booking clerk as soon as possible and complete the relevant section in the DHI’s accident book. Any failure of equipment belonging to the DHI or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The DHI clerk will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The accident book and RIDDOR forms are held on the reception work surface. All COSHH assessments & product data sheets, including first aid instructions can be found in the reception cupboards. A First Aid KIT can be found in the kitchen above the sink.

13. Explosives and Flammable Substances

The hirer shall ensure that:

A. Highly flammable substances are not brought into, or used in any part of the premises and that

- B. No internal decorations of a combustible nature (e.g., polystyrene, cotton wool) shall be erected without the consent of the DHI. NO Sellotape, pins, or blu-tack to be used on the walls or woodwork, windows, doors, mirrors, glass, brass hooks are provided for hanging of decorations. No decorations are to be put up near light fittings or heaters.
- C. No naked flames to be used in the Hall. NO candles other than birthday cake candles may be used.
- D. NO FIREWORKS to be used either inside the building, outside in the Hall grounds or OUTSIDE the premises.

14. Heating/Lighting

The heating will be set for your hire period by the Booking Clerk/Caretaker. If the heating is not on, a thermostat controller allowing you to operate the heat/AC is available in the kitchen entrance next to the light switch. A single push on the top (ON/OFF) button works the Main Hall heaters/AC system. The Hirer will ensure that no external doors are propped open as this will affect the heating/AC Cycle. An extra charge for additional heating/AC may be deducted from the deposit if open external doors are reported. The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of DHI. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used. Hirer to ensure that no adjustments are made to the heating controls within the Destiny Main Hall and all switches are returned to their original position. There are several options of lighting effects for the Main Hall. These are controlled by the buttons in the entrance hall. Please follow the instructions to set the lighting to your requirements.

15. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises. NO items to be deposited over the back fence into the community centre communal areas or adjacent properties. No alcohol to be consumed outside the main hall.

16. Animals

The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the premises, unless agreed in advance by DHI. No animals whatsoever are to enter the kitchen area at any time.

17. Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children under **eighteen years** of age comply with the provisions of “The Children Act of 1989” and that only fit and proper persons who have passed the appropriate **Disclosure Barring Service (DBS)** checks have access to the children. Checks will also apply where **vulnerable adults** are taking part in activities. The Hirer shall provide DHI with a copy of their **DBS check** and Child Protection Policy on request.

18. Compliance with the Equality Act 2010

The Hirer shall ensure that they always follow equality laws and adhere to the hall's equal opportunity policy. Copies of these can be found on the hall notice board and on the website.

19. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the DHI accordingly against all actions, claims and proceedings arising from any breach of this condition.

20. Sale of Goods

The Hirer shall, if selling goods on the premises, except by auctions, comply with Consumer Protection laws and Business Protection from unfair trading legislation and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

21. Film shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the "British Board of Film Classification". Hirers should ensure that they have the appropriate "copyright licences" for film.

22. Cancellation

DHI reserves the right to charge **cancellation fee** in respect to any such cancellation by the Hirer. Days in this document refers to calendar days excluding bank holidays in England, UK.

If the Hirer wishes to cancel the booking before the date of the event, the question of the payment or the repayment of the fee shall be at the discretion of the DHI, only if cancellation takes place 11 or more clear days of the date of Hire.

In all cases

- All cancellations must be communicated to DHI (enquiries@brenthub.co.uk) in writing by the named hirer (or their lawful representative).
- If the hirer's cancellation takes place within 4-10 clear days, before the Hire date, for Destiny Hall and Tokyngton Community Centre (which are our main halls) there shall be a cancellation charge of 75% of the cost of hire to cover DHI's losses.
- If any cancellation, for any hall or room, takes place with less than 72 hours' notice, the full costs of hire will be retained by DHI, or the hirer will be invoiced.
- Where DHI finds that the hirer is in breach of the terms and conditions (set out in these 13 pages) and reasons for hire on the booking form (4 pages), or in writing or what the hirer has verbally communicated to DHI, neither the deposit nor the administration fee (£50) or the hire costs will be refunded. The hirer, through their own fault, will be responsible for all circumstances connected to the cancellation of their event.

DHI reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- A. the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- B. DHI reasonably consider that:
 - i. such hiring is likely to lead to a breach of these terms and conditions, any relevant licensing conditions, or other legal or statutory requirements, or
 - ii. Unlawful or unsuitable activities will take place at the premises because of this hiring
- C. the premises becoming unfit for the use intended by the Hirer
- D. an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion, or those at risk of these or similar disasters. In any such case the Hirer shall be entitled to a refund of any fee already paid, but DHI shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

23. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise DHI shall be at liberty to make an additional charge. The Hirer acknowledges that they have received and read requirements for each hall/room area. **60 foldable chairs in Destiny Hall, fixed seating (benches) on side of hall to accommodate 15-20 additional seats.** All folding tables to be returned to the Main Hall storage area, following store instructions on store walls and doors. All curtains to be opened and closed using cord pulleys. All chairs to be moved using trolleys provided. A chair trolley is kept in the Main Hall to enable safe movement of chairs. All chairs are to be stacked safely and properly on a chair storage trolley.

24. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall avoid excessive noise after 10pm and ensure that all music is finished by 11pm to comply with any other licensing condition for the premises.

25. Stored Equipment

DHI accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. DHI may, use its discretion in any of the following circumstances, namely:

- A. in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended.

B. in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

26. No Alterations

No alterations or additions may be made to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached or removed in any way to any part of the premises without the prior written approval of DHI. Any alteration, fixture or fitting or attachment so approved, shall at the discretion of DHI remain in the premises at the end of the hiring. It will become the property of DHI unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage is caused to the premises by such removal.

27. No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

28. Dangerous and unsuitable performances

Performances involving danger to the public or of a sexually explicit nature shall not be given.

29. Deposit, Admin fee and Hire payment

The booking fee + £200 OR £300 (depending on hall or room) deposit +£50 Administration fee for the hire of Destiny Hall/rooms should be paid in advance by **bank transfer**. If hire is to take place within 14 days of booking the full deposit amount, Administration fee and hire is payable by bank transfer. All cheques (hire + deposit + admin) WILL be banked before the hire date. A refund of the deposit will be sent within **21 days** after the Hire date provided that no damage or loss has been caused to the premises and/or contents or complaints made to DHI about noise or other disturbance during the period of the hiring because of the hiring. Any deductions will be notified prior to refund or if costs equate to more than deposit hirers will be invoiced for the extra cost of any damage or loss caused to the premises and/or contents during the period of the hiring. Administration fee is non-refundable and non-transferable.

30. Car Parking

DHI does not operate car parking at its locations. All cars parked in car parks or on streets nearby are parked at the owners own risk and DHI take no responsibility for damage whilst parked on or near premises. Please Park sensibly and make sure that vehicles do not block the clearly marked Fire Exit doors or gates and spaces clearly marked as Disabled spaces are respected.

31. Key collection (Tokyngton premises Only)

The key is to be collected from and returned to the Caretaker as instructed by the Booking clerk in accordance with the hire contract.

32. Facilities included in standard hire (Brent Hub)

The following items are included in the standard hire charge:

Main Hall – 60 padded chairs; tables – Round: Qty 8, approx. 5ft (145cm) (seat 8), Rectangular: Qty 8, 180cmx75cm (seat 6). Please note there is a charge of £5 per table for any additional tables or chairs provided. Please arrange for these prior to booking as these are kept locked

Kitchen – 1 x domestic kettle, stove/oven, x1 fridge (undercounter), trays, x1 microwave

33. Facilities NOT included in standard hire (Brent Hub)

Projector additional hire cost of £30-£80 per booking.

Glasses (will need to be sourced by hirer), tea towels, bags for taking rubbish away.

China settings of various styles for 60 people, small jugs, glass water jugs, mugs, glasses, various tumblers.

6 x urns.

Any facilities NOT mentioned in the standard hire section 32

All bookings will have to meet with a DHI representative at the hall/room prior to booking to talk through facilities and seating options.

FAILURE TO COMPLY WITH THESE CONDITIONS OF HIRE MAY RESULT IN YOUR DEPOSIT NOT BEING RETURNED.

Layout ideas/options

Main Hall Table seating capacity using round tables (maximum of 80 people)

Round Tables 8 x 5ft = 64, 2 x 2ft = 8 person plus

Main Hall Table seating capacity using rectangular tables (maximum of 42 people)

Rectangular Tables: 6x6ft and 2x2ft. Use 8 tables in a horseshoe shape. 2 at top, 3 down each side (making sure not to block fire exit doors.) Maximum of 8 on top tables plus 10 people along both long sides = 28 people

Recommended layout for maximum capacity – Layout rectangular tables alongside main hall benches with chairs on outside and layout round tables in the middle of hall.

Main Hall Table seating capacity using 6ft rectangular tables (maximum of 80 people)

Use 10 tables in a herringbone design seating a maximum of 80 people Maximum at each table along sides and each end = 8 people (once tables are laid there will be no space for dishes etc.) more comfortably would be 3 on each long side = 6 people therefore seating 60 people in total. Would leave 2 tables for use in Balcony/foyer. There would be space for these 2 tables to be set up in front of the stage as a buffet table.

FIRE SAFETY CHECKLIST

In the interests of fire safety, the following items must be borne in mind by hirers of the premises prior to the premises event commencement. A layout plan of the Hall can be found on the notice board between the 2 double doors at the entrance of the building or you may request for a copy from a booking clerk.

Inside the Building

1. All exits to be unlocked, keys and bolts to be removed.
2. All exit doors should be tested to ensure they open without difficulty. Both doors open on double doors.
3. Ensure self-illuminated exit signs are operating.
4. Identify the location of fire alarm break glass call points (where installed) and the location of fire extinguishers ensuring these are not obstructed.
5. Familiarise yourself with the fire safety routine.
6. Ensure the layout of tables, chairs etc. does not obstruct exit routes and complies with the plan.
7. Ensure doors fitted with self-closing mechanisms are not wedged open.
8. The location of the nearest telephone (for emergency use) or working mobile phone should be identified.

Outside the Building

1. Ensure outside lights where provided are functioning correctly.
2. Ensure external escape routes are not obstructed.
3. Ensure exit doors are not obstructed on the outside of the building.

After the Event

1. Remove all accumulated rubbish and take it home with you.
2. Switch off and unplug all electrical equipment where appropriate.
3. Secure the premises.

ALL DEFECTS SHOULD BE REPORTED TO DHI via Hall comments book or email (enquiries@brenthub.co.uk)

FIRE

THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” and is DESIGNATED THE PERSON IN CHARGE OF THE HALL DURING YOUR HIRE PERIOD.

It is advisable to take a note of the name of everyone attending your event.

1: In the event of a Fire, the Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exits and to muster together as soon as possible: Brent Hub - on greenery near Fawood Children's Centre. Following Hilltop Avenue, the road next to Brent Hub. Tokyngton: On the basketball court, near the car park. A Roll Call should be taken.

2: NO MATTER HOW SMALL THE FIRE CALL THE FIRE BRIGADE

Dial 999 and give this address: DHI, Brent Hub Community Enterprise Centre, 6 Hillside, Stonebridge, London, NW10 8BN (landmark Hilltop Avenue/Shakespeare Road OR Near Tesco Express). For Tokyngton Community Centre, St Michaels Avenue, Wembley, Middlesex, HA9 6SA (At the bottom of St Michaels Avenue- Sherins Farm)

3: The Responsible Person should ensure that once the Hall/room has been evacuated and that members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.

4: On the arrival of the Fire Brigade, the Responsible person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing and their last known position

5: Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is safe and are ENTIRELY AT YOUR OWN RISK - PLEASE DO NOT BE A HERO. If in any doubt get out of the building

6: If you have a mobile phone and after you have carried out all of the above and circumstances allow it, please call 07482731099 to inform the centre manager.

7: All incidents no matter how small have to be reported to DHI or written in the comments book in the Hall.

Assembly point location:

Brent Hub: 35 Fawood Avenue, Stonebridge, London NW10 8DX

Tokyngton Community Centre: Sherins Farm - Basketball Court

COMPLAINTS PROCEDURE

- All complaints are to be submitted in writing to the Booking clerk via email or letter, giving full details of the complaint and the name and address of the complainant.
- The Booking clerk will, without prejudice, acknowledge the complaint stating it will be put before the committee at their next meeting.
- Written complaints will be put before DHI at their next meeting, unless the chairman considers the complaint of a serious nature and necessitates the calling of an extraordinary meeting of the committee.
- The decision of DHI on the complaint will be sent in writing to the complainant within 7 days of the meeting, at which it is discussed,
- DHI may, at their sole discretion, allow a complainant to attend a meeting at which their complaint is discussed, to put their case in person.

End of Hire requirements

DHI staff will provide you with:

- Broom
- Mop – Yellow: Suitable for cleaning clinical areas. Please do not use it for any other reasons.
- Dustpan and brush
- Hoover

KITCHEN

Empty bin and remove ALL rubbish (to be taken away to be disposed of)

- Wipe out oven and clean hob
- Wipe out microwave
- Switch off oven switches.
- Wipe down all surfaces.
- Switch off all electric sockets.
- Report all breakages in the Hall comments book.

MAIN HALL

- Return grey foldable chairs to original place (No more than 5 in a stack)
- Return cleaned fold-up tables to main hall storage (Safely stacked and resting against wall)
- Sweep the floor
- Make sure ALL windows and doors are closed. – Key holders
- Close window curtains, using cord pulleys. – Key holders
- Report any breakages/problems in the Hall comments book (located in the kitchen).
- Turn off ALL lights. – Key holders
- Lock/close door (unless advised otherwise) – Key holders
- Return any fold-up tables to Main Hall storage area (Safely stacked and resting against wall)

ALL AREA'S: ALL RUBBISH TO BE TAKEN AWAY AND DISPOSED OF BY THE HIRER (any rubbish left behind will incur a charge for removal) or placed in rubbish store on site.

**Key holders only: Key to be returned as per key collection /return instructions at the end of the hire period
Please note the deposit will be returned within 2 weeks of your hire (provided all terms and conditions are adhered to).**

These **terms and conditions** are **subject to change** by DHI
