

BRUSHFORD PARISH HALL

Registered Charity No: 1176214

Guidance Notes for Hirers & Event Organisers

Hirers / Event Organisers are responsible for compliance with ALL current legislation and for carrying out their own Health and Safety Risk Assessment appropriate to the function they are organising in addition to the "Brushford Parish Hall Risk Assessment" and "Guidance Notes for Hirers and Event Organisers" supplied.

All Hired / Occupied Areas:

It is the responsibility of all hirers to assess requirements/advice under Government Covid-19 Guidelines (<https://www.gov.uk/coronavirus>) current at the time, and applicable to their function/event to be observed and monitored while their function/event is in progress.

Hard stackable chairs to be wiped down and stacked at the end of the main hall.

Tables to be wiped down and returned to original location.

Any other items/equipment used cleaned/wiped down and returned to original location.

Security:

Store Rooms to be kept locked at all times when not in use.

On vacation of premises check all windows are closed and locked, all doors securely closed and locked.

All window blinds are to be opened.

Store room keys to be returned to the lock box by front entrance doors, lock box door closed, digital tumblers scrambled and cover closed.

Toilets:

Toilets to be cleaned and sanitized, consumables (soap, toilet rolls etc) to be replaced if required.

Floors to be swept and/or mopped as necessary.

Rubbish to be collected, bagged and removed from the premises.

Final Inspection:

Walk round inspection and check of the interior and exterior of the building and car park.

Remove all personal equipment/items and bagged rubbish on vacation of premises.

Additional Hired Areas:

Kitchen:

Please ensure that all kitchen equipment is only operated by a person(s) competent to do so.

Instructions on the individual items of equipment are available in the kitchen area, please familiarise yourself before use - the Trustees will not accept responsibility for any accidents.

Before vacating the premises:

All touchable surfaces to be wiped down with a soft cloth and appropriate cleaning solution.

Crockery, cutlery, utensils etc to be washed, dried and returned to original location.

Ovens, hobs to be cleaned of all cooking residue.

All electrical equipment to be switched off and unplugged where accessible (except fridges with contents) Hirers /Event Organisers own food stuffs/items and/or equipment removed from the premises.

Carnarvon Room/Bar:

All touchable surfaces including the bar to be wiped down with a soft cloth and appropriate cleaning solution.

Chairs to be wiped down and returned to their original location or stacked at the end of the main hall.

Tables to be wiped down and returned to original location.

All electrical equipment to be switched off and unplugged where accessible (except fridges)

Floors to be swept and/or mopped as necessary.

Rubbish to be collected, bagged and removed from the premises.

Hirers /Event Organisers own items/equipment removed from the premises.

Main Hall:

Any sports equipment to be wiped down with a soft cloth and appropriate cleaning solution where required and returned to original location.

Chairs to be wiped down and stacked at the end of the main hall.

Tables to be wiped down and returned to original location.

All window blinds to be opened.

All electrical equipment to be switched off and unplugged where accessible.

Floors to be swept and/or mopped as necessary.

Hirers /Event Organisers own items/equipment removed from the premises.

Rubbish to be collected, bagged and removed from the premises.

Any damaged or faulty items or equipment must be reported to the Trustees by email at bookings@brushfordparishhall.org.uk within 24 hours.

The Trustees of Brushford Parish Hall will not, under any circumstances, be responsible for loss or damage to hirers / event organisers personal equipment howsoever caused.