

BEFORE YOU GO

Before leaving the hall following your hire, please ensure the following:

1. All lighting is switched off.
2. Chairs and tables are returned to their proper places.
3. Hall, Committee Room and Kitchen are clean and tidy.
4. The heating is turned down to 10 degrees in both rooms.
- 5. Firmly close the back door and the outside kitchen doors.**
- 6. Securely lock the front doors** by fixing the bolt on the right-hand door, locking the door, returning the key to the key safe and scrambling the code.

Please report any issues you find to the committee (contact details on orwellvillagehall.com).

Thank you.