



Thank you for choosing our Village Hall as the venue for your special occasion. We hope that you have a great day .

Whilst our hall is old and rustic, which is part of its charm, there are a few things we need to do to keep it safe and clean. We would ask that you help us by agreeing to comply with the following during and after your use of the premises. Please leave the hall as you found it when you go and leave this form signed and dated for the Hall Keeper's records.

If you have arranged for the hall to be cleaned by another party then please ensure that the building is safe before you leave by checking that :- **all electric switches are off, all lights are switched off (check toilets), fire guard is in place and all doors are locked.** Please make sure that you have asked the person cleaning up for you to complete and leave this form. Where there has been damage or breakage you may be charged.

Area	Task	check
Main Hall	Dampen down fire and replace fire guard if used	
	Switch overhead heaters off if used	
	Replace pews along walls	
	Fold & stack 8 folding chairs and 4 tables and leave in the hall	
	Return all other furniture items taken from shed in a tidy manner	
	Check for any guest belongings, coats etc left	
	Sweep floor	
	Switch all lights off	
Kitchen	All appliances and water heater switched off	
	Make sure fridge is left switched ON	
	Remove all items from fridge and wipe any spillages	
	Microwave left clean if used	
	Empty and run drain cycle if dishwasher if used. Return crockery.	
	All rubbish tied up and put bottles in bins at rear of Hall	
	Lock back door. Switch all lights off	
Toilets	Please leave clean and tidy as found	
	Switch all lights off	
Shed	Return all items taken from this area, switch light off and lock up	
Outside	Clear away all decorations, balloons, banners, greenery etc	
	Pick up all items taken onto greens e.g. bottles, paper cups, glassware etc	
	Lock front door & switch off outside light switch on panel	
If applicable:-	LEAVE SPARE HALL DOOR KEY ON KITCHEN WORKTOP	
signed:-		
print name:-		
date:-		

Tynninghame Village Hall Client Guidance. PLEASE READ!

We would like to draw your attention to a number of important points in order to preserve the Hall and surroundings and to ensure that the residents are not unduly inconvenienced by their community space being used for special events.

The Village Hall Terms & Conditions of Hire on our website should have been fully read before your event takes place. The Hire of the Hall allows clients full use of the inside of the Hall, the lawns at the **front** of the Hall and the gravelled delivery area at the back door. See also items 4 & 5.

N.B. If you find a breakage or damage, not caused by you, before your event please let the Hall Keeper know straight away. If you break or damage anything please report it so that we can replace or repair it. FAILING TO DO THIS PROMPTLY MIGHT RESULT IN EXTRA CHARGES.

Please be kind enough to make sure that **everyone involved in setting up your event reads the notes below before** and complies with the following:-

1. Parking

There are no designated parking spaces for Hall clients. The access road to the side of the Hall should never be blocked as constant access is required by neighbouring residents and Estate vehicles. There should be no parking on the drying green (which is private land) either, directly behind the Hall.

2. Loading and unloading

The gravel area directly behind the Hall can be used for loading and unloading. Please do not use the lane at the side of the Hall for this purpose. Always park on Main Street or on the gravelled area directly behind the Hall.

3. Gazebos

Catering tents or gazebos can be put up in the gravelled area directly behind the Hall, but they must not extend out beyond the wall.

4. Drying Green

The drying green area immediately behind the Hall is **not included** in the hire and therefore should not be used as a drinks or socialising area. It is used by residents for access and other purposes.

5. Cricket pitch and football pitch

The cricket and football pitches, which are accessed through the opening in the hedge at the south end of the drying green, are open to all residents and visitors to the village to enjoy. You are welcome to use these spaces. However, setting up of tables, chairs and marquees requires prior permission from Tynninghame Estate. Children should be supervised at all times if playing on these pitches.

6. Rear steps and attic

It is strictly forbidden and extremely dangerous to access the stairs at the back of the Hall. There is no entry allowed into the attic at the top of the stairs. Please **DO NOT ALLOW** children, adults etc to climb, stand or play on the stairs.

7. Decorations and banners

If you wish to personalise the hall and put up e.g.lights or bunting outside this is fine but we would ask that you make sure that they are all removed after the event. If fairy lights are put up in advance please only use during the event i.e.do not switch on and leave overnight. We request that flashing lights are not used.

8. Noise and disturbance

There is a cut-off time for weddings or similar events at 11pm on Fridays and Saturdays to minimise disturbance to neighbours. Please ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

Thank you for taking time to read through these notes ahead of your event and more importantly you must complete the overleaf check list at the end of your event.