

# Gosforth Garden Village Association

## Arrival Checklist

### Thank you for booking the Village Hall

Below are a few 'rules' we ask our hirers to adhere to in order to keep the Garden Village hall a safe, clean and welcoming community space for all.

**Neighbours:** this is a residential area and our neighbours deserve to not to be inconvenienced.

**Cars:** please ensure your guests park on the opposite side of the road to the Hall & do not block driveways.

**Noise:** please be aware of the noise levels from your event – music and entertainment is fine to a limit, please be sensible and considerate.

**Trees and Fences:** Don't allow children to climb on the trees or fences.

### Grounds

- Do not go on the Bowling Green or into the allotments.
- You are welcome to use the garden area attached to the Hall which can be accessed through the fire door. The play equipment in the garden has been designed for ages 2 - 8. Children must be supervised at all times.

### Safety

- Fires, barbeques, fireworks and lanterns are not permitted anywhere in the Hall or grounds due to restrictions in our insurance.
- Bouncy castles and bouncy play equipment are not permitted due to restrictions in our insurance.

### Damage

- Any damage to the hall or the fittings will be subject to a charge. This includes damage to the walls due to blu tack or any other adhesive on the walls.

### Leaving and Tidying Up

- The Hall is run by volunteers, we don't have a caretaker so please leave the space in a clean condition and please follow the departure checklist. There may be a booking immediately after you so please leave enough time to tidy up – the time to tidy up is not in addition to your booking slot, you need to vacate at the time you have booked to end your function – any additional time taken will be subject to a charge.
- The outdoor shed (to the left) houses 20 small children's chairs, six smaller wooden tables and some children's toys. If you have used these, please return after use and in a clean condition. The key to the padlock for the shed can be found hanging in the kitchen.
- Ensure the two back doors are locked upon your departure.
- Ensure that the alarm is set the door is locked and the gate secured if you there is no-one else on site.

We hope you enjoy the space and thank you for helping us to keep the Garden Village hall a safe, clean and welcoming community space for all.

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The person making the booking is responsible for the following:

### 1. On arrival

Ensure cars park on the opposite side to the village hall. Consider car-sharing, dropping-off and/or park considerately elsewhere in the village.

Enter 1066 code on the main gate combination lock. Ensure numbers are central and in line. Press the button on the bottom of the lock to open. Hang the padlock to the hasp on the inside of the gate, locked & with code not left visible.

Unlock the main Village Hall door – that faces the bowling green. The alarm should beep – if it doesn't it was left unset.

The alarm panel is immediately to the left as you go in. Enter 8899 alarm will stop.

### 2. Lights, windows and heating

The main hall light switches are next to the alarm panel immediately to the left as you enter the Village Hall.

The key to unlock the windows is in the kitchen on the left-hand side

### 3. Kitchen

If you are catering, please bring you own tea towels.

Instructions for the appliances are in the second drawer below the hob.

The boiler produces 9 litres of boiling water. Please use kettles for small quantities of hot water.

If you are using the dishwasher, it is wise to leave a note on the door handle with the expected finishing time. It is quiet and therefore difficult to hear when it is in operation.

### 4. Rubbish and recycling

Replacement white bin bags are under the sink. Full bags should be put in the blue and green bins near the gate please.

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### 5. Noise

Remember the Village Hall is in a residential area. Be considerate towards our neighbours with regard to the level of noise, especially if you have windows and or a door open.

### 6. Smoking and Vaping

Smoking and vaping is not allowed in the Village Hall and grounds.

### 7. Reporting problems

Emergency contact ONLY – Audrey 07779 331761

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## Departure Checklist

The person making the booking is responsible for the following:

### 1. Stacking chairs and tables

All grey chairs stacked four high, with seats facing the wall - as shown in photograph 1 in the hall.

All tables stacked with legs visible and straps secured – as shown in photograph 2 in the hall

### 2. Toilets

The toilets and floors are clean, and the nappy bins are empty.

The taps are not dripping.

### 3. Kitchen

The water boiler, kettles and microwave are switched off at the wall.

The dishwasher is empty.

The oven is clean.

The taps are turned off.

All food linked to the booking has been removed from the fridge and elsewhere.

### 4. Rubbish and recycling

The bags from the kitchen bin are to be put in the green bin by the main gate. Please replace the bin liners.

NB If the outside green bin is full please take your rubbish home. Thank you.

### 5. Doors, windows and lights

The back emergency door is locked.

The external door from the corridor is locked.

All internal doors are shut.

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## Departure Checklist

**The person making the booking is responsible for the following:**

### 5. Doors, windows and lights

All windows are locked – key is hanging in the kitchen.

The storeroom and kitchen lights are switched off.

NB Toilets, corridor and small room lights go off automatically.

All light switches by the main exit are switched off, including the outdoor light.

### 6. Finally

The alarm is set: 8899 code, short pause, press top right 'padlock' symbol button – may have to press this twice until you hear more rapid beeping.

The main door is locked.

All outdoor areas have been checked and returned to their original state.

There are no people on the site e.g. bowlers, allotmenters.

The padlock is on the outside of the entrance gate, locked and the dials moved so that it is locked again.

Keys have been returned and any breakages or damages are reported.