

Gosforth Garden Village Association

Arrival Checklist

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 the code on the main gate combination lock (this will be shared with you on key collection. 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.

2. Lights, windows and heating

- The toilets and floors are clean.
- The nappy bins are empty.
- The taps are not dripping.

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