



Victory Hall Opening & Closing Checklist

On Arrival

- Park Safely
- Unlock Gate & Secure Padlock
- Pin Back Gates

Setting Up

- Check **Fire Exits** Are Clear
- Check all the public areas
- **Only** Use Green Frog tape on walls
- Turn on Background music system
- Set up furniture as required

Tidying Up

- Close all Doors & Windows
- Empty **All** Bins (including Toilets)
- Take **All** Rubbish with you
- Mop the hard floors if required
- Hoover the hall
- Wipe Table-tops
- Return Furniture to Dance floor
- Turn off Lights
- Empty Fridge Freezer
- Wash & Dry & return Kitchen Items
- Put on Dishwasher if required

To Open

- Enter Code in keypad by front door
- Pin back doors

During your event

- WIFI Code on Blackboard
- Keep Off the Bowling Green
- Rear Garden is NOT Secure
- Never leave the Hall Unattended

Locking Up

- Check Fire exits – turn handle twice
- Check all belongings removed
- Close front door & check secure
- Close Gates & Reattach Padlock

Thank you for hiring Victory Hall – Please remember the Hall is run entirely by volunteers, so failing to meet the conditions of hire may result in a loss of deposit to pay professional trades to rectify any damage/cleaning required.