

Church of The Most Sacred Heart

73 Pembroke Road, Ruislip, Middlesex, HA4 8NN

Telephone: 01895 632739

Parish Priest: Fr. Duncan M. Adamson

HESDIN HALL – QUICK CHECKLIST FOR HIRERS

The Hirer is responsible for anything that happens during the Hire Period and **MUST** be fully aware of all Terms and Conditions of Hire.

Please make sure you have ticked off all these items at the end of the hire.

QUICK CHECKLIST					
Hesdin Church Hall Regulations read and understood					
Hire of Premises Ageement signed					
Hall Hire deposit and payment made					
Fire Exits clear and lit and identified					
NOTHING stuck to walls					
Hall, Toilets and Kitchen left clean and tidy					
Tables wiped and carefully stacked					
Chairs stacked and left back on the stage					
Touchpoints wiped down					
Rubbish removed and brough home					
All lights switched off					
Doors locked and keys returned to the presbytery					

Signed by Hirer

Date

Print name