

Hall Bookers' Checklist

Help keep Budleigh Salterton Public Hall safe, clean and ready for the next booking.



When making your booking

- ☐ Have you paid? A 50% deposit will be required upfront, with the balance to be paid 6 weeks from the event date.
- ☐ Will the rate change? If your booking is for a future calendar year, that year's rate will apply. Note that rates are adjusted annually for inflation by the town council.
- ☐ **Have you arranged to collect a key? You can do so during office open hours (Mon, Wed, Fri 10am-1pm).**

Before your booking starts

- ☐ **Familiarise yourself with the fire and emergency evacuation procedure.**
- ☐ Ensure you have made any necessary risk assessments.
- ☐ **Obtain any licences [form and policy details] needed for alcohol to be sold or music or film to be played.**

During your booking

- ☐ Locate fire exits and first aid kit on arrival. Keep fire exits and walkways clear.
- ☐ **Ensure you do not attach anything to walls, doors, curtains or fixtures.**
- ☐ Use only safe electrical equipment and do not overload sockets.

Kitchen and food use

- ☐ Use kitchen appliances safely and follow any displayed instructions.
- ☐ Wash, dry and put away any crockery, cutlery or equipment used.
- ☐ Empty the fridge of all items brought in for the booking.

When you leave

- ☐ Leave the hall, kitchen and bar clean and tidy. Report any breakages.
- ☐ Return tables, chairs and equipment to the correct storage area, unless agreed otherwise. Place all rubbish, recycling and food waste in outside bins.
- ☐ Check taps, appliances and lights are off. Close windows and secure outer doors.
- ☐ Return key through the letterbox.

Thank you for helping us keep the hall running smoothly. We wish you a successful event!