**THORNCOMBE VILLAGE HALL COMMITTEE**

**Village Hall Letting Form**

**Name of Group:**

**Name of organiser:**

**Activity required:**

**Date**

**Time:**

**Fee agreed:**

**Any other requirements/comments:**

**Any specialist agreement or conditions:**

**Agreement: Dated:**

**Hirer: I have received an induction into the use of Hall and its facilities and read the USER BOOKLET. I can confirm that we will operate to the agreed procedures.**

**Signatures:**

**Hirer TVH Committee Member**

**THORNCOMBE VILLAGE HALL COMMITTEE**

**Induction Checklist**

**Village Hall background and Committee -----**

**User Booklet -----**

**Facility ‘walk round’:**

* **keys and entrances -----**
* **toilet areas -----**
* **kitchen use and electrical goods etc -----**
* **taking waste home -----**
* **cleaning equipment and storage -----**
* **heating and lighting, coins and meters -----**
* **Main Hall: windows, curtains etc -----**
* **sound and AV equipment as needed -----**
* **use of chairs and tables -----**
* **repeat for the Committee Room -----**
* **car parks and external use -----**

**Health and Safety:**

* **the User Booklet procedures -----**
* **fire and emergency exits and procedures -----**
* **conditions of any recognised activity**

**e.g. Thorncombe Active -----**

* **equipment and resources only to be used as fit for purpose e.g. no standing on chairs etc -----**