

Guidelines for Assessment of Penalties on Hirers of LK Village Hall

Revised September 2011

When the Hall is hired, a deposit is paid by the Hirer. After the event the deposit is returned in full only on condition that everything is left clean and in good order. The following scale is indicative for assessment of the amount of any penalty to be applied, by withholding part or all of the deposit.

Condition of Hall	Condition of Kitchen	Amount of Deposit returned
Completely clean floor All chairs stacked neatly All tables returned to store	All surfaces and sinks perfectly clean Waste bin emptied; new liner inserted All items returned to cupboards	100%
Chairs not stacked	Sinks and/or surfaces not cleaned	75%
Floors not clean	Food left out on surfaces	50%
Untidy throughout Litter on floors	Dirty plates stacked up Mess on floor and surfaces	25%
Curtains and/or chairs dirty Floors muddy and littered Chairs and tables lying around	Sink full of dirty washing-up Food on floor and surfaces Oven and fridge messy	0

The condition of the porches, lavatories and Committee Room will also be taken into account when assessing the cleanliness of the Hall. In particular, all lavatories should be flushed and all taps turned off before the Hall is vacated.

It is the responsibility of the Caretaker to assess the condition of the Hall when locking up after an event. In case of a problem, she will notify the Booking Secretary as soon as possible, who will inspect the condition of the Hall and assess the amount of the penalty. She will notify the Treasurer and Deputy Chairman of any problems.

Any breakages or notable damage will be charged separately from the above.

**IT IS THE RESPONSIBILITY OF THE HIRER TO MAKE A PERSONAL CHECK
OF ALL AREAS OF THE HALL AND TO FILL IN THE CHECK OF AMENITIES FORMS,
WITHOUT DELEGATING THE FINAL INSPECTION TO A THIRD PARTY.**