



West Chiltington Village Hall
Mill Road, West Chiltington, West Sussex RH20 2PZ

Rules for the End of Hire

- a) All rooms/areas used during the Hire Period should be left clean and tidy.
- b) All food waste should be removed from the building and taken home and disposed of in accordance to Horsham District Council waste requirements.
- c) General Waste and recycling should be removed from the building and placed in relevant bins at the side of the Hall.
- d) All chairs, tables and other equipment used must be returned to their storage positions.
- e) When using the heating thermostats, please ensure that they are returned to their original settings at the end of the hire period.
- f) Please ensure that no persons are left on the premises.
- g) Please ensure that all electrical items in the kitchen have been turned off.
- h) Please ensure that all internal doors, fire exits, and windows are closed.
- i) Please ensure that all taps in the kitchen and toilet areas are turned off.
- j) Please ensure that all internal and external building lights have been turned off.
- k) Please ensure that the building is locked securely.

Should you require any assistance during your hire, please contact the

Duty Manager on 07491 315283