

TO THE HIRER

The following rules must be adhered to when using Abbotsbrook Hall.

1. Under no circumstances must the equipment belonging to other users, including the pre-school be used. This includes all items stored in the cupboards, outside, under the stage and some items on the stage (clearly marked), and any other items clearly belonging to other groups.
2. All chairs and tables must be returned to the stage and stored safely and tidily after use.
3. The hall, toilets, garden, kitchen and car park must be left in a clean and tidy condition. All decorations must be removed from the hall, the outside of the building, the railings and fences and lamp posts. All rubbish must be taken out to the large bin in the car park.
4. All lights must be switched off after use, including outside lights.
5. Ensure that all windows and doors are securely fastened.
6. Please park with consideration for the adjacent properties – they have a right of way over the car park. Do not block their entrances or access to their properties.
7. Please leave the premises quietly after evening hire.

Failure to comply with any of these conditions may result in an additional fee being charged or loss of deposit.

Little Marlow Parish Council.

Hirer's signature.....Date.....