

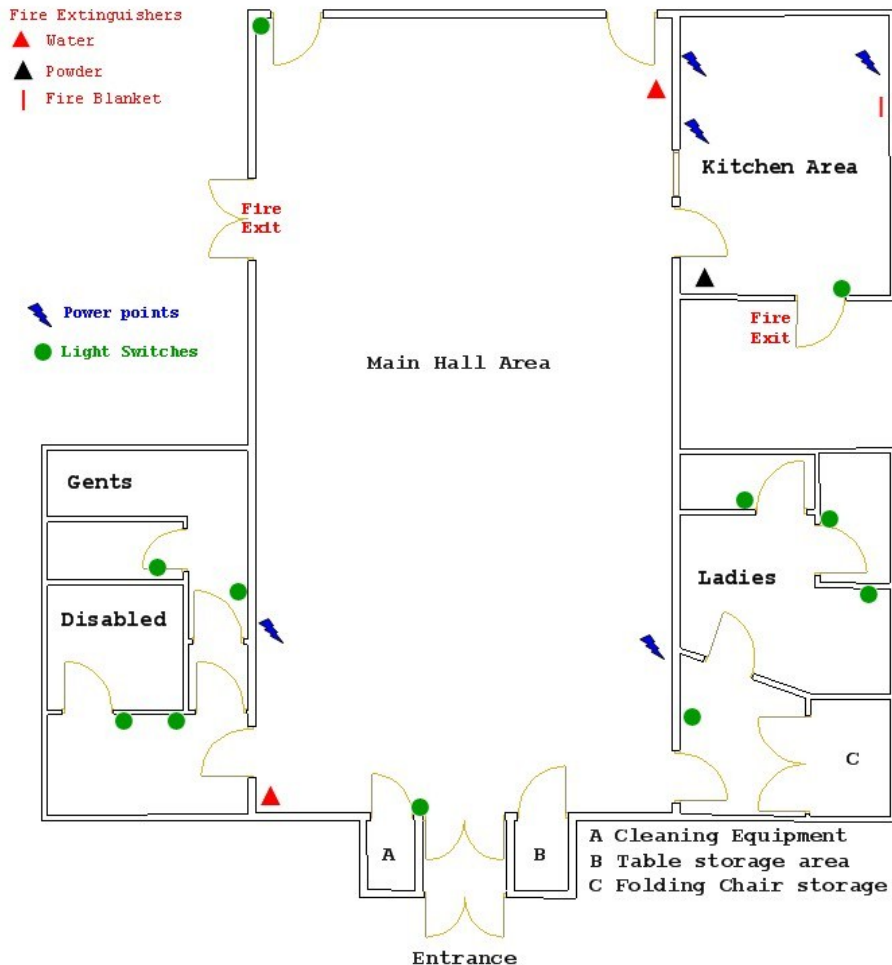
Cleaning up after the party:

- Kitchen cleaned (floor swept & mopped, work surfaces cleaned)?
- Rubbish removed?
- Electrical equipment switch off (cooker, fridges water heaters)?
- Hall and toilets swept & cleaned (as you found them)?
- Chairs & Tables Cleaned and left how you found them?
- Hall checked before locking up (fire doors & windows closed, lights off)?

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Keys left as instructed?

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BARLASTON VILLAGE HALL



www.barlastonvillagehall.co.uk

Party / Event Check List

This check list is to help you with making your party a successful and enjoyable one for you and your guests. It will not cover every thing but will help with organising what's needed.



Booking secretary :
Beryl - 01782 618801

Caretaker / keys:
Steve - 01782 373938

Lets Start!

- Number of guests in my party? Checked?
- Time of party? Checked?
- Hall Booked with Booking Secretary?
- Do I need an alcohol licence? (checked will Booking Secretary)
- Hall hiring agreement and cheques sent?
- Do I need to visit / see the Hall?
Appointment made with caretaker? Date /Time.....
- Are there sufficient tables for my party?
- Are there enough chairs?
- Do I need to use a PA or Sound System?
- Kitchen cooking equipment to your needs?
What will I need to bring extra?
- Do I need the fridges switched on the day before the event?
- Arrangements made to collect the keys?
- Have you sent out the invitations (or tickets) ?
- Do my guests know where the hall location is?
(see map on web site www.barlastonvillagehall.co.uk)
- Seating Plan, Table Plan?
- How much setting up time will I need? (example. 2 hours before party?)

On The Day:

- Black rubbish bags to take away your rubbish?
- Do I need table banqueting paper roll to cover tables?
- Blue tack for balloons etc.? (Drawing pins not allowed!)

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- First Aid Kit?
- Paper plates, plastic cutlery, drinking vessels?
- Washing up liquid, kitchen cleaner wipes, tea towels?
- FOOD:**
- Any of your guests vegetarian, food allergies, Checked?
- Outside Caters?
Requirements, dates,& location discussed with your caterers?
- Own Catering:
Have you got the Cake?
Drinks (children drinks, tea, Coffee, milk, sugar)?
Food (don't forget baby food if you need it) ?

Who's taking the food to the Hall, and when on the day?

Entertainment

- Disco / Band Booked, Date, Location Checked?
- If using own music, MP3 or CD Player - Is the PA setup?
(you will to arrange this with the caretaker)
- Entertainer booked? CRB Checked? Date & Location?
- If Bouncy Castle is booked public liability insurance checked?
Will the suppliers cover the insurance? Delivery date/time?

Other:

- Contact phone number for guests?
(For parents who drop kids off at your party and do not stay)
- Bags for birthday presents removal to home!
- Camera to snap this fantastic party!

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