



HIRING OF SCHOOL PREMISES PRE-HIRE INFORMATION

Your event at Chagford Primary is fast approaching. Below are a few points we think you may find helpful.

- The access code for Chagford Primary Main Reception on the day is: C1111Z
- The recycle point is by the large shed half way down the school drive.
- Contact number for the School Caretaker is 07759 266291
- All information for using the kitchen appliances is on the wall in the kitchens – please read it for your safety.
- No children are allowed in the kitchen for health and safety reasons.

At the end of your event, as the Hirer of the hall it is your responsibility to:

- Ensure all dishes have been cleaned and left as they were on your arrival.
- Sweep the floor, mop up any spillages & make sure the kitchens are fit for the next hirer to use. All cleaning equipment can be found under the stage.
- To stack away any chairs and tables used.
- To ensure everybody completely leaves the site at the end of your hire period (including outside).
- Ensure the doors & windows are all secured.
- Please leave the site quietly, without disturbing our neighbours.
- Please remember the Terms & Conditions you have agreed to.

FEEDBACK REGARDING YOUR HIRE OF CHAGFORD PRIMARY SCHOOL WOULD BE WELCOMED.
PLEASE EMAIL US AT admin@chagford-primary.devon.sch.uk

We wish you every success with your event. Please contact us if we can be of any further help.