

## Thank you for your help in keeping Hadstock Village Hall a clean and attractive place for us all to hire.



Please use this check list to ensure you leave the hall in a clean and tidy condition after hiring, sign it and leave in the outside post box.

**Rubbish** – All waste food and other rubbish, including packaging, bottles and items from the bins in the toilets, should be cleared and removed from the site. (There is no rubbish collection from the hall.)

**Toilets** – All toilets should be clean and properly flushed and washbasins left clean, waste removed from bins. Lights switched off.

**Hall** – Please wipe clean and return all tables and chairs to the store room. For your safety and that of other hirers, please use the chair mover which will carry a stack of 6 chairs. The hall and committee room floor should be swept and left tidy.

**Garden /Outside**– Please return the parasol to the storeroom. The wooden shed should be relocked once garden furniture is returned and stacked carefully. Make sure the patio door, level access door by the disabled toilet and side door by the gents are closed and locked securely.

**Kitchen** – The cooker should be turned off and **switched off at the wall**. (2 red switches) The fridge should be left on. All crockery and cutlery should be washed and stored or being washed in the dishwasher. Tablecloths and tea towels used – please wash and return. *(Cleaning services – comprising cleaning of toilets and sinks, kitchen surfaces and floor washing may be available on request for an extra charge)*. **All other clearing and cleaning remains the hirers responsibility.**

**Finally** – Please make sure **all lights** are switched off not forgetting the kitchen, storeroom and toilets. **Close and Lock** the front door securely and return the key as arranged.

Any breakages, damage or malfunctioning equipment should be reported by text please, to Lynn on 07565211193, Kirsty on 07971601886 or Sarah on 07553884303