

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 bottles should be cleared and removed from the site. (There is no rubbish collection from the village hall.)

Toilets – All toilets should be clean and properly flushed and washbasins left clean. Lights switched off.

Hall – Please return all tables and chairs to the store room. The chair mover will carry up to 6 chairs. The hall and committee room floor should be swept and left tidy. (*Cleaning services may be available on request for an extra charge*)

Garden /Outside– Please return the parasol to the store room and cover the pipe it stands in to avoid water collection. Make sure the doors to the garden, the level access door by the disabled toilet and side door by the gents are closed and locked securely.

Kitchen –

The cooker turned off and **switched off at the wall**. (2 red switches)

The fridge should be turned off at the socket.

All crockery and cutlery should be washed and stored.

Tablecloths and tea towels used – please wash and return.

(*Cleaning services may be available on request for an extra charge*)

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.

Signed and dated:

