

HATLEY VILLAGE HALL – **HIRER** CHECK LIST

It is important you check each item below

BEFORE YOU LEAVE to PROTECT YOUR £50 DAMAGE DEPOSIT

We rely on volunteers to keep our village hall clean and ready for the next hirer – your help in leaving the hall in as good a state as possible would be very much appreciated. Please take home any rubbish from your event. Thanks in advance.

HALL

1	Clear away all tables and chairs back into the storage area – please make sure they are clean	
2	Sweep all hard floors and mop if spillages have occurred	
3	Vacuum the carpets	

TOILETS

1	Empty all bins	
2	Clean toilets	
3	Sweep and mop floors	
4	Clean sinks	

ENTRANCE LOBBY

1	Sweep and clear any debris from the steps and entrance (outside)	
2	Sweep and mop floor	
3	Clean glass doors to remove any fingerprints	

BAR

1	Wash and dry all glasses used	
2	Wipe all surfaces and sinks	
3	Take away all empty bottles, cans and debris	
4.	Ensure fridge and cooler are switched off at the wall	
5.	Mop floor	

KITCHEN

1	Wash, dry and put away all cutlery and crockery used	
2	Unplug and empty the electric urn and kettle	
3	Wipe all surfaces	
4	Take away all rubbish	
5	Sweep and mop floors	
6	Leave used dish cloths and tea towels on the side for laundering by volunteer	

MOST IMPORTANT – CHECK BEFORE LEAVING

1	Turn off all lights, the toilet lights are automatic but all others need turning off at the panel in the kitchen	
2	Turn off the WATER and HEATING at the panel in the kitchen	
3	IF you have an agreement with the parish clerk you will lock up the hall, please REMEMBER TO CHECK YOU'VE LOCKED ALL DOORS and leave the keys in the key safe on the wall outside the kitchen door. Thank you!	

Parish clerk

Kim Wilde / mobile – 07591 346 835