

ELLINGHAM VILLAGE HALL

Hirers' Leaving Checklist

Ellingham Village Hall is run by a team of volunteers. We would be grateful if you could leave the hall as you found it.

Sometimes things get damaged or something might not work as it should. Please contact admin@ellinghamvillagehall.com, or call 07938 828699, if this occurs.

CLEANING MATERIALS ARE PROVIDED. WHEN LEAVING PLEASE COMPLETE THIS CHECKLIST:

- Turn off the oven, dishwasher or water boiler if used.
- Take away all glass. There is a glass recycling bin in the village near the Pack Horse pub. Do not put glass in any of the bins.
- Take away all rubbish or properly sort into recycling and refuse and use the wheelie bins provided by the back door.
- Wash and put away any used crockery and cutlery.
- Remove any items that you put into the fridge freezer.
- Empty and remove nappy bin contents.
- Take away any unwanted items such as empty boxes, decorations or containers.
- Sweep and clean floor.
- Check windows and clean any marks.
- Turn off any lights and lock up.

Thank you.
EVH Committee.