

Longtown Village Hall

End of hire checklist

We try to run Longtown Village Hall in the most economical way possible to help keep down the hire charges. Therefore, we'd appreciate your assistance with this by making sure the hall is left in the best possible condition at the end of your hire.

We reserve the right to make a minimum surcharge of £25 to cover the cost of restoring the hall to its best possible condition if any of the checks below are missed.

- ✓ Turn off the heating
- ✓ Chairs and tables stacked and stored
- ✓ Floors swept and toilet areas tidied
- ✓ Toilet and kitchen taps turned off
- ✓ Turn off lighting (except for the entrance and toilets as these are on timers)
- ✓ Rubbish taken away (there is no collection from the hall)
- ✓ Car park light outside main entrance turned off
- ✓ Lock the hall and key returned to key-safe.

Thank you

Longtown Village Hall committee