



End of Hire Checklist

You are responsible for;

- leaving the premises, including floors, the kitchen, toilets and the surrounding area, in a clean and tidy condition. Please ensure that tables are wiped clean before being re-stacked. Cleaning materials can be found in a cupboard in the corridor in the Community Centre and in a cupboard in the front foyer in the Village Hall. We do not provide tea towels and towels;
- returning any contents, including chairs and tables, that have been temporarily removed from their usual positions have been properly replaced. Chairs should be turned to face the wall. Do not stack in front of radiators;
- emptying the fridge and kitchen of all food and drink, unless prior arrangement has been made with the Trustees. Kettles and urns must be emptied of water, and where used the hot water must be turned off;
- checking that appliances have been turned off or disconnected, with the exception of the fridges;
- checking that the taps in the kitchen and toilets have been turned off;
- ensuring that the premises are properly locked and secured, unless directed otherwise. The code on the key lock box must be scrambled after the keys have been returned; and
- removing all rubbish from the premises, external bins are only for MCA use.

Failure to comply with the above will result in additional charges, or the withholding of 50% or all the security deposit.