

Important End of Hire Information

Please ensure all the following points are adhered to before you leave.

- **ALL** bins are emptied and rubbish taken away
- **ALL** spillages are mopped and crumbs hoovered
- **Toilets** are checked for any spoils
- **Chairs, tables** and the **stage** are to be put back as per the photographs in the cupboard
- **ALL** windows are closed
- The field is clear of any additional rubbish, and the gate to the field is closed (we ask that all extra parking is on the field and **NOT** on the pavement/road)

We pride ourselves on the excellent standard of our hall, so please help us by ensuring you leave it in the same condition that you find it.

Failure to comply with these terms may result in additional charges. Thank you for your cooperation.