

Mowsley Village Hall

Hire Checklist

At the conclusion of your event, please check the following, which form part of the Terms & Conditions of Hire:

- Clear all rubbish/food/drinks out of all rooms & bins. Use the recycling bins & black bin outside to sort appropriately.
- Clean all floors of any spilt liquids or excessive dirt.
- Re-stack all tables & chairs at the back of the hall.
- Turn off all lights – check kitchen, toilets, main hall & storeroom.
- All windows are closed.
- Fire door to remain closed. Tube is smashed to release latch in the event of an emergency.
- All taps turned off in kitchen & toilets.
- Water heater on the wall in kitchen is turned off.
- Fridge is cleared & clean with any remaining food/drinks disposed of appropriately & door is closed.
- All cooker/oven settings are off & it is turned off on the wall.
- Kitchen is left clean, tidy & all dishes are washed & put away.

Any injuries, breakages, or damage to be reported to the events booking administrator or the committee member to whom you return the hall keys to lock the Hall at the end of your event & recorded in appropriate book in kitchen.

Please respect the hall & leave it in the same way as you booked it.

Thank you and we hope you have an enjoyable event.