



# Trudoxhill Village Hall

## *A Useful Guide*

### *Please bring with you:*

Cloths, Empty Bin Bags and Tea towels.

### *Please leave the hall as you find it:*

Surfaces wiped/ Kitchen tidy/ cutlery, cups etc. dry and put away.

Tables and chairs put away.

Floor Swept (brooms and dustpans next to kitchen door).

Toilets Clean

Fire Exit Door Closed.

Heating Off.

Lights off.

### *Please take your rubbish with you.*

Unless prepaid and agreed in advance - Biffa bin £5 in advance.

### *Please sign and date the check in/out check list.*

If you have any problems with the state of the hall upon arrival please photograph the issues and send them to us.

Thank you.

Kind regards

*The village Hall Committee*

